

REDMOND SCHOOL DISTRICT 2J
145 SE Salmon Avenue
Redmond, OR 97756

ASSIGNED SCHOOL TRANSFER REQUEST – School Year 2019-2020

Student Name _____

Grade in **2019-20**: _____

Parent(s)/Guardian(s) _____

Student ID # _____

Street Address _____

Birth Date _____

Home Phone _____

City _____

Zip Code _____

Work Phone _____

Sibling Name(s):

Request Transfer From _____ School

_____ Grade in 2019-20 _____

To _____ School

_____ Grade in 2019-20 _____

_____ Grade in 2019-20 _____

TRANSFER TIMELINES AND GUIDELINES

1. For the following school year, parents are encouraged to submit this form before May 31 of the previous school year. If this transfer is during the current school year, parents will complete this form and submit it to their assigned school at least ten days prior to the end of the grading period/semester.
2. Once approved by the principal of the assigned school, the transfer request will be forwarded to the principal of the receiving school for final review and processing.
3. **Parents/guardians will be responsible for providing transportation for approved transfer students.**
4. Once approved, a transfer ordinarily will remain in effect until the student completes the highest grade at that school (RELC, 5, 8, 12). When a student is promoted to a higher level grade outside the assigned school, the student will enroll in the assigned school area in which his/her parents reside unless a new transfer request is submitted and approved.
5. Approved transfer requests may be revoked at any time due to excessive absences, tardies, or incidents of serious misbehavior.
6. Please refer to **Administrative Regulation JECBB-AR** for additional criteria, timeline, notification, and process guidelines.

Reason for Transfer Request – Please be Specific:

Parent/Guardian Signature _____

Date _____

For Office Use Only:

Date Received: _____

Date Received: _____

Assigned School Principal: _____

Receiving School Principal: _____

Request Approved

Request Approved

Request Denied

Request Denied

Reason: _____

Reason: _____