



Poudre School District  
2407 LaPorte Avenue  
Fort Collins, CO 80851  
(970) 482-7420

**For Requested School Office Use Only**

Date Received \_\_\_\_\_

# School Transfer Request

*Refer to District Policy JFBA for specific details.*

Completed *School Transfer Request* and letter must be submitted to the school being requested for enrollment and the appropriate assistant superintendent.

Today's Date: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Home Number: \_\_\_\_\_  
Parent/Guardian Address: \_\_\_\_\_ Work Number: \_\_\_\_\_  
Currently Attending (name of school): \_\_\_\_\_  
Requesting Transfer To (name of school): \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

***Please refer to Page 2 for the complete School Transfer Process*** ➡

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☐ Transfer request approved.

☐ Transfer request denied.

\_\_\_\_\_  
*Assistant Superintendent's Signature*

\_\_\_\_\_  
*Date*

# School Transfer

*Refer to District Policy JFBA for specific details.*

Circumstances under which a transfer may be allowed or required include, but are not limited to, the following:

1. Special circumstances or other good cause affecting the education and/or welfare of the transferring student or other students or staff members make it necessary or advisable to allow or require the transfer.
2. When a parent or guardian has a home under construction or is in the process of purchasing a home, the student may be allowed to transfer to the school serving the neighborhood in which the new home is located.
3. When school attendance boundaries are changed, special provisions may be made by the Board that shall take precedence over all other provisions of the policy.

The transfer process may not be used to accomplish choice/open enrollment when a *School Choice Application* was not submitted in a timely manner, when choice/open enrollment procedures were otherwise not properly followed, or when a *School Choice Application* was denied.

## School Transfer Process

1. Parent/guardian completes the *School Transfer Request*, along with a letter explaining the reason for the transfer request, and submits them to the principal at the requested school.
2. The requested school will send/fax a copy of the transfer request and the letter to the appropriate assistant superintendent.
3. The requested principal may communicate with the parent/guardian and current principal to discuss the transfer request.
4. The assistant superintendent and/or designee may communicate with the current and requested principal to determine space availability as outlined by Choice/Open Enrollment Policy JFBA and appropriateness/timeliness of placement.
5. The assistant superintendent will make the final decision to approve or deny the transfer request.
6. Parent/guardian will be notified of the assistant superintendent's decision within 5-10 business days.
7. If transfer request is approved, a letter will be sent to the parent/guardian from the assistant superintendent's office.
8. The principal or designee from the requested school will contact the parent/guardian.