



# APPLICATION FOR STUDENT TRANSFER

<b>School Use Only</b>		Lottery	
_____ Date	_____ Time Rec'd	<input type="checkbox"/> New	<input type="checkbox"/> Renewal

Transfers are effective for one school year only/Kindergarten – Grade 8 For school year \_\_\_\_\_  
 All Out of District high school choice applications must be renewed on an annual basis.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School district /Home school in which you reside \_\_\_\_\_ School currently attending \_\_\_\_\_ School you wish to attend \_\_\_\_\_

Please identify the specific reason for this transfer request (attach supporting documentation as needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does this student have any special medical or educational needs (eg special education placement, medical needs)?  
 If yes, please explain and include, if applicable, current IEP or accommodation plan.  YES  No

Has this student been expelled or suspended from school at any time? Does this student's disciplinary record show a history of  
 violent or disruptive behavior/gang membership or a history of drug abuse? If yes, give complete details.  YES  No

Has the student participated in any sport at the high school level?  YES  No

**Any student who transfers without a corresponding change of residence is ineligible for varsity level competition for a period of one (1) year from the date of enrollment.** A student athlete who is in this situation needs to make contact with the building athletic administrator.

Parent/Legal Guardian Signature:

By my signature, I state that the information set forth is true and complete to the best of my knowledge. I understand that:

- ▶ October 15 is the deadline for finalizing transfers.
- ▶ Inaccurate or incomplete information will result in the rejection of this application.
- ▶ All Out of District & Kindergarten through Grade 12 choice applications must be renewed on an annual basis.
- ▶ It is the responsibility of the parent to provide transportation to and from school.
- ▶ Continued attendance is contingent on student behavior. Student needs to be in attendance and punctual to all classes. Policy #3200 Student Responsibilities and Rights (on back of this form)
- ▶ I understand this application does not automatically give approval for acceptance.

I authorize Central Valley School District to contact student's previous school in order to consider this application.

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

<b>Application Approved</b> <input type="checkbox"/>	
<b>Application Denied</b> <input type="checkbox"/>	_____ (Reason for denial)
Signature: Principal/Designee of Receiving School / Date	Signature: Principal/Designee of Sending School / Date

# Board Policy

**Trespass/Loitering.** A student shall not enter or remain unlawfully in school buildings or on any part of school grounds.

E = School discipline

M = Short-term suspension

S = Short-term suspension

**Truancy/Attendance.** All students enrolled in Central Valley School District No. 356 shall be punctual and regular in attendance. The primary responsibility of good school attendance rests with the parent/guardian/custodian and student(s). Therefore, it is the student's responsibility on the day s/he returns to school from an absence to contact the teacher for his/her makeup work. Such makeup work must be completed in a reasonable time. Students shall attend school every scheduled school day for the entire day and shall be in their assigned areas at assigned times, unless officially excused.

- a. A student may be excused from school attendance if s/he is physically or mentally unable to attend school, is attending a residential school operated by the Department of Social and Health Services, or has been temporarily excused upon the request of his/her parents/guardian(s)/custodian(s) for purposes agreed upon by the school administrator and the parent(s)/ guardian(s)/ custodian(s). An **excused** absence or **excused** tardiness from a class or from school is commonly related to the student's own illness or a health condition, a religious observance (when requested by the student's parent/guardian/custodian), school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspension. In addition, and upon request by a parent/guardian/custodian, the principal may grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. The school shall require from the parent/guardian/custodian, unless student is adult/emancipated, such verification, as the school deems necessary to determine the reason for the absence or tardiness.
- b. Any absence or tardiness from a class or from school, unless the school authorities are notified in advance and approve such absence or tardiness, shall initially be deemed an **unexcused** absence. The student shall have the burden of advising the school of the reason for such absence or tardiness. The school shall require from the parent/guardian/custodian or student such verification, as the school legally deems necessary to determine the reason for the absence or tardiness. If the school judges the reason as justifiable, the absence or tardiness may be considered **excused**. **Unexcused** absences and/or tardiness shall be cause for discipline. Whenever a student has an unexcused absence, the parent/guardian/custodian shall be notified by phone or in writing and informed of the consequences of additional unexcused absences.