



## Parent Request for School Transfer

Parent contacts current Building Principal to request transfer or parent may choose to contact NCSD Enrollment office at (307) 253-3195.



Parent will be asked to place in writing the reason(s) behind the transfer request. See page 2.



1. Current School Principal receiving the initial requests will first check to see if the requested school has Wait List Students. If yes, parent will be so informed that transfer cannot proceed. If no, Principal will ask parent complete Parent Request form which will then be shared with "Requested School" Principal.
2. If initial contact is to District Enrollment; reason(s) for transfer request, student and parent names, and contact information will be collected and then shared with current and requested school principals via email **unless the** requested school has one or more students on the school's Wait List. In such case, parent is informed that transfer is unavailable because the requested school has student(s) on its Wait List.



Principals will discuss the reason(s) for the transfer and will try to come to a mutual agreement within three (3) school days, whenever possible, as to whether the transfer is in the best educational interest of the student. Principals will give particular attention to verifiable requests regarding "Student Health and/or Safety."



Approved



Denied

If the request is approved, receiving School Principal will notify NCSD Enrollment Office as to the effective transfer date. Receiving Principal and/or appropriate staff will next arrange to meet with family to facilitate transfer.

If the request is found to be not in the best educational interest of the child, the Current School Principal will notify the parent that the transfer has been denied and why it was denied. Denial rationale will also be provided in writing to NCSD Director of Student Support Services.

**Note 1: A student who leaves NCSD #1 and returns within 30 calendar days will be re-enrolled in school last attended if seat is available for both the current and up-coming school years.**

