



Parent Request for School Transfer

Movement between schools within the first 10 school days is available to any student provided there is room in the receiving school (after wait list placements have been made). The request process outlined below goes into effect AFTER the 10th day of school. Parent may either contact current Building Principal or NCSD Enrollment office at (307) 253-3195.



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 Office, Enrollment will check to see if requested school has Wait List Students. If yes, parent will be informed that request can't proceed. If there are no students on Wait List, Enrollment will ask parent to complete Parent Request for School Transfer (Form 1) which will be shared with current and requested school principals.



Principals will discuss the reason(s) for the transfer and will 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 denied, Current School Principal will complete Transfer Denial Form 2 which will be shared with parent and with 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.

Note 2: Parent/guardian lists reason(s) for transfer request on Transfer Request Form 1.

Note 3: If request is denied, Current School Principal completes Transfer Denial Justification Form 2 which is shared with Parent and Director of Student Support Services.

Form 1: Parent Transfer Request

As the parent/guardian of _____, currently in grade _____ at _____ School, I am requesting a change of schools. I ask that consideration be given to allow for transfer to _____ School. I am making this request because:

____ our family has moved/will move on _____ to _____

Date Address

OR

____ The following health or safety concern has not been satisfactorily addressed at our current school. List with whom you have spoken about the problem and describe what has happened after you contacted the school.

Parent/Guardian Name _____ Please Print

Parent/Guardian Signature _____

Date _____ Phone Number _____



Form 2: Transfer Denial Justification

Review of this request by current and requested school principals on _____ indicates that school transfer is not in the best educational interest of the child for the following reason(s):

This Transfer Denial Justification has been shared with parent on _____ via:

- email
- letter
- phone call
- in person

This Transfer Denial Justification has been shared via email on _____ with Director NCSD#1 Student Support Services.