

# Student Transfer Request Form

(For ES use to request a transfer of students from their ES Advisor)  
(One form per family)

**Directions:**

ESs: Mail, fax, or e-mail request to your assigned ES Advisor, and if approved they will forward it to the office.

ES Code: \_\_\_\_\_ ES Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Parent Code: \_\_\_\_\_ Parent/Guardian Name(s): \_\_\_\_\_

Student Code	Student Name	Grade	Transfer to ES (May leave blank)

New family Address and/or Phone: \_\_\_\_\_

**Type of Transfer requested (Choose one):**

\_\_\_\_ Only complete a transfer for this student when a replacement student is available in my service area.

\_\_\_\_ Emergency Transfer: the student has moved out of my area and I am unable to service him/her.

\_\_\_\_ RSP/ES Transfer requested: I will serve the student until notified a transfer has occurred.

\_\_\_\_ Regular transfer, No restrictions: I will serve the student until notified that a transfer has occurred

ES's reason for requesting a regular transfer (Please include any helpful information that will allow us to make a successful transfer for all):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Attendance date with transferring ES: \_\_\_\_\_  
(ES: leave blank if the "Transfer to" ES is blank)

**Terms and Conditions:**

1. Transfer Date = the LAST date of attendance with the current ES.
2. Effective Date of Student Transfer = the First day with the "new" ES.
3. Within 5 workdays of the Student Transfer Date, the final *Learning Record, Attendance Rollsheet, and Report Card* (if applicable) generated by the previously assigned ES must be completed and sent.
4. All other required records shall be submitted within 20 days from the Effective Date of Student Transfer.
5. Refer to the *Drop/Transfer Checklist* and/or the ES Handbook for more information.