

**CITY OF MANASSAS PUBLIC SCHOOLS
STUDENT TRANSFER REQUEST**

FOR THE _____ - _____ SCHOOL YEAR

PLEASE PRINT OR TYPE

Date of Application _____

Student's Name _____ Grade Entering _____

Parent/Legal Guardian's Name _____ Signature _____

Home Address _____

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Base School _____ Requested School _____

In accordance with School Board Policy JT-M, I request a transfer within the Division from one school attendance area to another area for the current school year only. Priority for Day Care will fall under Prior Transfers or New Transfers.

The policy, as approved by the School Board, is as follows:

A. Transfers within the Division

1. The School Board may permit a limited number of student transfer requests within the Division. The Superintendent shall make the recommendation to the Board only after receiving the request in writing. The request must include the reason for transfer. Please check the appropriate box or boxes:

Priority for Acceptance:

- a. Health reasons (physician's recommendation required)
- b. Children of employees employed at requested school,
- c. Prior transfers
- d. Siblings of transfer students, and
- e. New transfers

2. Each case will be weighted upon its merit. When transfers within the Division take place, all the necessary student records shall be transferred. However, in all cases, the school from which the student transfers shall maintain adequate and permanent records to identify the student and to show his or her grade classifications, the reason for transfer, and the school to which the student transferred.
3. Change in Residence - (A student whose residence changes during the school year from one school attendance area to another attendance area in the Division generally will be permitted to continue in the school in which the student is presently enrolled for the remainder of the school year if the parent or guardian requests permission from the Superintendent and provides for the student's transportation. Letter of explanation must be attached to this form.)

- 4. Regardless of the reason for acceptance, the granting of a student transfer is a privilege. Transfer students are expected to maintain good attendance, to follow school rules and to behave appropriately in accordance with the expectations of MCPS Student Code of Conduct, and to put forth reasonable effort in performing and completing instructional and learning activities. Failure to maintain reasonable and appropriate school standards in these areas may be grounds for revocation of the transfer approval at any time.

- 5. **Transportation will not be provided for any student transfers.**

FOR OFFICE USE ONLY	
Date Application Received: _____	Time: _____
Signature of Person Receiving Form: _____	Date: _____
Verification of Request/Residency: _____	Date: _____
Signature of Principal / Designee	
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
Justification: _____ _____	
Superintendent's Recommendation: _____ _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature _____	Date _____