

Newark Enrolls Transfer Request Form

This is NOT an approval for a transfer. This document only serves as a request to transfer schools, and supplemental documentation will only be used to make a determination of whether a transfer will be granted. Submission of this documentation is not a guarantee that the transfer will be approved.

Parents/Guardians: What You Should Do

- If you are seeking a school transfer for your child, you must complete this transfer request form with an authorized school staff member at your child's current school. Please note only you can request a transfer for your child; your child's school cannot request that your child transfer out of his/her school.
- Please visit or call your child's current school to make an appointment to meet with an authorized school staff member.
- If the reason for your transfer cannot be resolved with the school and you would like to move forward with a transfer, please ensure that this form is completed entirely, with a signature from the authorized school staff member with whom you met.
- Please be sure to gather the following documentation with you. This information will help the Family Support Center staff make decisions about your transfer request.

For all transfer requests:

- Proof of Address
- Schedule
- Transcripts
- Pupil Action Plan (or equivalent)
- Individual Education Plan (if applicable)

For safety transfer requests, please also bring:

- Incident reports

For students at risk of suspension/expulsion, please also bring:

- Incident reports
- Suspension notices

- Once you have met with an authorized school staff member and this request form has been completed entirely, please visit the Family Support Center to discuss your transfer request with an Enrollment Specialist. The Family Support Center, located at 301 W. Kinney St., is open Monday through Thursday, 9:00am to 3:00pm.
- Please note that **your child is required to attend his/her current school until a final decision is made regarding the transfer request.**

Authorized School Staff: What You Should Do

- Please first attempt to resolve the issue for which the parent/guardian is requesting the transfer. Please note that only a parent/guardian can request a transfer for his/her child. Schools cannot request a transfer for a student.
- If the issue for which the parent/guardian is requesting the transfer cannot be resolved and the family would like to continue with the transfer request, please ensure that the parent/guardian completes the form and please sign and date the form. A school administrator (principal, assistant principal, or school director) must also sign the form if you are not a school administrator.
- Please provide the family with a copy of the supplemental documents pertaining to the transfer request. Please make a copy of the completed Transfer Request Form for your records.
- Please update the student's Schooforce record under "Registration and Transfer Information" with the following information to ensure that the Family Support Center is prepared for the parent/guardian:
 - ✓ Check off the "Parent/Guardian Completed Transfer Request Form"
 - ✓ Input date of form completion
 - ✓ Provide any details or information that will be important for Family Support Center processing.
- Please inform the family that the child must continue to attend the school while a transfer decision is pending, and continue to welcome the child to school.

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Authorized School Staff

Please refer to the chart below outlining the staff that may be authorized to discuss transfer requests with families.

Please note that given the potential impact of movement at the high school level on credit accumulation, we ask that only school administrators meet with families regarding transfer requests.

District K-8	Charter K-8	All High Schools
<ul style="list-style-type: none"> <input type="checkbox"/> Principal <input type="checkbox"/> Assistant/Vice Principal <input type="checkbox"/> School Operations Managers <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal)</i> <input type="checkbox"/> Other Student Support Staff, including: <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal if any of the following staff meet with a family regarding a transfer)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Guidance Counselors <input type="checkbox"/> Social Workers <input type="checkbox"/> Student Support Specialists <input type="checkbox"/> CST 	<ul style="list-style-type: none"> <input type="checkbox"/> School Director/Principal <input type="checkbox"/> Assistant School Director/Assistant Principal <input type="checkbox"/> Other Student Support Staff authorized by the School Director/Principal <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal if any of the following staff meet with a family regarding a transfer)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> School Director/Principal <input type="checkbox"/> Assistant School Director/Assistant Principal

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Please note the following:

- This is **NOT** an approval for a transfer. This document only serves as a **request to transfer** schools.
- Upon completion of this form with an authorized representative from your current school, please visit the Family Support Center at 301 W. Kinney to submit your request for a transfer and to discuss your enrollment situation with an Enrollment Specialist. Please be sure to take a signed copy of this form with you.
- Final decisions for transfer approval will be made by the Family Support Center staff. Transfers will not be considered until this form is completed and signed by authorized staff.

Current School Name: _____

Parent/Guardian Name: _____ Phone Number: _____

Child's Name: _____ Child's PSID/NEN: _____

Child's Current Grade Level: _____

1) Are you requesting a transfer for your child voluntarily?

Parents/Guardians: Only you can initiate a request to transfer your child to another school.

Yes No

2) Which of the reasons below best describes why you are requesting a transfer for your child from his/her current school:

Please <input type="checkbox"/> here	Transfer Type	Description
	Travel Hardship	I live 2.0 miles/30 minutes (Grades K-8) OR 2.5 miles/45 minutes (Grades 9-12) away from the school.
	Sibling	I have a child in another school, and I would like to keep my children together.
	Bilingual Education Program Need	My child has bilingual educational needs that are not being met at this school.
	Safety Transfer	My child has experienced a personal safety issue that is documented.
	None of the Above	Please move to question 3.

3) If you selected "none of the above," please indicate if you are seeking a transfer for one of the following reasons:

Please <input type="checkbox"/> here	Transfer Type	Description
	Special Education Service Need	My child has special education service needs that are not being met at my child's current school. <i>Parents/Guardians:</i> Your child's school CST can provide you with support and guidance regarding your child's special education service needs.
	Retention Decision	My child is at risk of being retained.
	Suspension/Expulsion	My child is at risk of/has been suspended/expelled. <i>Parents/Guardians:</i> Your current school is responsible for your child's education pending suspension and expulsion decisions.
	Other (Please explain)	

4) Have you and your child's current school tried to resolve your issues?

Yes No

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5) What do you think is going well at our school?

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6) What could our school do better?

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Parent Signature	Date
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Authorized School Representative Name (Print)
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Authorized School Representative Title

Authorized School Representative Signature	Date
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Principal / Assistant Principal / School Director Signature <i>(if different from the Authorized School Representative)</i>	Date
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Schools: Please make a copy of this form for your records.

**If there are any questions about the Transfer Request form,
the Family Support Center will contact the Network or Charter School leader.**

For Family Support Center Use Only

Received by:	Signature:	Date:
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