

# Elementary Student Transfer INSTRUCTIONS & FORM (Grades K 5)

Requesting a transfer to a school outside of your attendance area is something to which you should give serious thought and consideration.

## PLEASE NOTE:

- A transfer request form must be completed for each individual child.
- Siblings do not automatically transfer if another child in the family is approved for a transfer. Only one (1) parent-initiated student transfer will be considered per school year.
- Approved transfers will be reviewed and reconsidered each year based on available space and staff. There is no guarantee that a transfer will be approved from one year to the next.
- Transfer students do not qualify for district busing.
- Knowingly providing false information on the transfer request form shall be grounds for denial of the transfer application or revocation of a previously approved transfer.
- Open enrolled students are not eligible for parent requested transfer.

## YEARLY PROCESS & TIMELINE:

- Elementary transfer requests will be accepted through July 31.
- Parents will be notified by phone in August, at least one week prior to the first day of school, as to whether or not the transfer request is approved.
- If a transfer request is submitted after July 31, a response prior to the first day of school is not guaranteed.
- If the request is denied, and you wish to appeal the denial of your child's transfer, call 701-456-0002, to place your child's name on the appeals' list. Appeals may not be decided before the start of school, as space first needs to be available for students who move into the attendance area.
- You can later remove your request to appeal, and attend your attendance area school, if you choose not to wait until school starts in the fall.
- Families should plan that students attend their attendance area school unless their transfer is approved. Parents should register in the building to which their child is currently placed and paperwork will be forwarded if the transfer is approved.

## HOW TO APPLY FOR A TRANSFER:

1. Make copies of two (2) proofs of residency.
2. These must be provided by the legal parent/guardian living in the Dickinson School District.
3. One (1) primary and one (1) secondary proof of residency must be submitted with the transfer form.
4. Examples of primary proof of residence: *a home mortgage, builder's agreement, purchase agreement, OR a lease/rental agreement that lists the names of the parents/guardians living in the rental unit, plus the manager's name and phone number, or County property tax statement.*
5. Examples of secondary proof of residence: *current gas, electricity, water, phone, cable or Direct TV bill dated within the last 30 days, OR a document from the Department of Social Services.*
6. Unacceptable proofs of residence: *post office change of address, credit card or bank statements, payroll checks, medical bills, personal taxes, automobile insurance policy, OR any proof older than 30 days.*

7. Complete the Transfer Form.

8. **Mail or bring the completed Transfer Form and two proofs of residency to:**

Central Administration Office  
444 4<sup>th</sup> St W – Dickinson, ND 58601  
Monday-Friday, 7:30 am to 4 pm  
Phone: 701-456-0002

# 2018 19 Transfer Request Form (Grades K 5)

Name of Child \_\_\_\_\_ Current Age \_\_\_\_\_ Grade in 2018-19 \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

In 2017-18, the child was receiving special education services or is on an IEP. Yes \_\_\_\_\_ No \_\_\_\_\_

School attending in 2017-18 \_\_\_\_\_

School assigned by boundary \_\_\_\_\_

School requested for 2018-19 \_\_\_\_\_

**District busing will only be provided to the school within the assigned attendance area.**

Is this a district initiated transfer request due to large class sizes at the assigned school? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for transfer request (BE SPECIFIC): \_\_\_\_\_

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

If you are seeking a transfer for this student's sibling(s) for the 2018-19 school year, list their names, grades and schools:

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

I read and understood the Transfer Instructions page before completing this form. Knowingly providing false information on the transfer request form shall be grounds for denial of the transfer application or revocation of a previously approved transfer. This form must be accompanied by two proofs of residency, one primary and one secondary.

**If this transfer is approved, your signature acknowledges your child will transfer to the school you requested for the school year indicated. Only one parent-initiated student transfer will be considered per school year. Approved transfers will be reviewed and reconsidered each year. Your child may not be able to continue in this school due to future capacity issues.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

## FOR OFFICE USE ONLY

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

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