

INTRA DISTRICT TRANSFER REQUEST FORM

2011-12 SCHOOL YEAR ONLY. REAPPLICATION REQUIRED EVERY YEAR.

Please complete this form if you are requesting that your student attend a school in Northfield that is located outside your home school boundary. **Effective with the 2008-09 School Year, Intra District Transfer Requests are valid for the school year identified on the form. Reapplication is required each year.** If you have questions regarding completion of this form, please call 507.663.0629. Please return this form to: Northfield Public Schools, Office of the Superintendent, 1400 Division Street South, Northfield, MN 55057.

Parent/Guardian Name (*Last, First, Middle Initial*) _____

Home Phone _____ Work Phone _____

Parent/Guardian Address _____

Student's Legal Name (*Last, First, Middle Initial*) _____

Grade in 2011-12 _____ Date of Birth _____ Gender _____

Home School Name _____ Requested School Name _____

Special Needs (*if any*) _____

Reason for Request (*If you have indicated daycare is the reason, please fill out the daycare information below.*)

Parent/Guardian Signature _____ Date _____

Please note that you are responsible for your child's transportation to and from school unless your child attends a daycare in the requested school's transportation area. See below for Daycare Guidelines.

Daycare Guidelines:

Students are assigned to a school based on their home address. Transportation will be provided for those who attend a daycare facility under the following guidelines.

- Students must always be picked up and dropped off at the same location.
- Students will be transported from a daycare facility located in the requested school's transportation area.

Daycare Name _____ Daycare Contact Person _____

Phone Number _____ Address _____

For Office Use Only

APPROVED for the 2011-12 School Year DISAPPROVED

Date Forms Sent _____

At this time, the district is unable to approve your request for the following reason(s):
 Lack of capacity in a building.
 Lack of capacity in a program.
 Lack of capacity in a class.

Parents/Guardian
 School
 Transportation
 File

School Principal Signature _____ Notes _____
_____ Date _____