

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

2018-2019 Student Transfer Request

**Please complete this form, and return to the principal at the school of choice.
Requests will NOT be reviewed until 2018-2019 registration time.**

Date of Request _____

Parent/Guardian _____

Email Address _____

Current Address _____

Telephone Number _____

Student's Name _____

School district of Residence _____

Grade level for upcoming 2018-2019SY _____

School requested for 2018-2019 _____

Reason for transfer: _____

| <u>For School & Central Office Use Only</u> | |
|--|---|
| <i>Principal/Designee Approval</i> | <i>Superintendent</i> |
| _____ Approval _____ Denied | _____ Approval _____ Denied |
| _____ <i>Principal/Designee Signature</i> | _____ <i>Superintendent Signature</i> |
| Reason: _____ | |
| _____ | |
| _____ <i>Added to Database</i> | _____ <i>Email Letter of Receipt</i> |
| <i>(Date)</i> | <i>(Date)</i> |

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION
110 West North Street
Greenfield, IN 46140

STUDENT TRANSFER FORM
“Choice” Plan

Greenfield-Central Community School Corporation is committed to providing the most appropriate educational experience for all students in the school corporation. We also recognize the varying needs and interests of our students and their families. Transfer of a student(s) from their home school to another Greenfield-Central building is a service provided within the guidelines of the corporation. It is not a required service. As appropriate, these transfer requests will be met under the following guidelines.

A defined number of available student slots will be identified for “choice” consideration. Students will be considered on a first come - first served basis for these slots with requests for consideration being accepted until June 1. As of July 27, current enrollments will be reviewed for determining preliminary approval of transfer requests. Final consideration of transfer requests will be made at the start of school and notification will be made by a phone call or email.

Transfer requests will be granted according to specified criteria as noted in the guidelines for student transfer in the school corporation. All students seeking consideration will be notified in the timeliest fashion possible of the action taken on their request.

Please note that students who select “choice” consideration will be required to provide their own transportation to and from school on a daily basis.

Complete the necessary information on the back of this page, have the principal sign from the school of choice and return it to the Administration Center immediately for consideration.