

**Parent/Legal Guardian Transfer Agreement
(Please read carefully)**

I understand that if this transfer is approved, it is granted for one year to be reviewed and renewed annually based on the conditions that my child maintains regular and punctual attendance, good behavior, and complies with District and school rules. If these requirements are not met, or if school capacity or class/grade level size exceeds District standards, or other unfavorable conditions develop in the receiving school, I understand that my child's transfer could be revoked.

I understand that transportation shall be the sole responsibility of the parent.

Rules and Regulations for Student Transfers

1. Transfers are revoked when
 - **Attendance drops below 95% and/or 3 discipline referrals or building capacity is exceeded**
 - District rules and/or school rules are not met (punctuality, arrival and pick-up times, etc.)
 - Class size requires an additional staff member (i.e. teacher aide, additional teacher, or combination class)
2. If a student moves, he/she must apply for a transfer and all transfer rules and regulations apply.
3. Students do not have to reapply for transfer each school year. Fifth grade students must reapply if they plan to attend a different middle/high school other than their home school.
4. Siblings of current transfer students are not insured a transfer. Siblings will be considered for a transfer in the same manner as any other transfer request.
5. Parent completes copy of online form for preferred transfer school.
6. Only 1 transfer is granted per year per student.

Parent/Guardian Signature

Date

Williams Elementary Principal

Student Name

Grade

Student Number