

STUDENT TRANSFER REQUEST FORM

Transfer requested for: 2020-2021 School Year

TYPE OF REQUEST

(Please check one in each column below)

Out of attendance area Out of District
 New Renewal
 Release

Part I- Student Data- Form will not be accepted if incomplete/ 911 address required

Name of student: _____

Student's social security number: XXX-XX-_____ Male Female

School or District serving the area of your residence: _____

Grade for the application year: _____

School you wish to have your child/children attend: _____

Reason for requested enrollment outside the attendance area or the district in which you reside:

Has your child been enrolled in Chesterfield County School District Schools previously? _____

If yes, during what school year(s)? _____

**Please provide the school name, address, and phone number your student now attends. This information is needed to access academic and discipline records relative to this transfer.

Has your child been suspended or expelled from school? Yes No

Does your child have any health problems or has he/she been classified as needing special assistance or accommodations? _____ if yes, please explain: _____

Part II- Parental/Custodial Data

Mother/Custodian Name: _____ Father/Custodian Name _____

Name of Custodial Party: _____

911 Address _____ Town _____ State _____ Zip _____

P.O. Box if used for mailing purposes _____

Mother/Custodial Home Phone Number _____ Work Phone _____

Father/Custodial Home Phone Number _____ Work Phone _____

List employer: Mother/Custodian _____ Father/Custodian employer _____

Parent's/Guardian's Signature _____ Date _____

Part III- Status of Residency Data:

My child and I are residents of Chesterfield County.

My child and I are residents of _____ County. *(Annual release required) *

Part IV- To Be Completed by the Principal of Requested School

Approved Denied A denial requires the principal to indicate the reason on the back of this form, date, and sign. (Please send completed and signed applications to Cortney Phillips in Student Services for processing. An approval/denial letter will be sent to the parent/custodial party and a copy will be sent to you for your records.)

Principal's Signature _____ Date _____