

## INTRA DISTRICT TRANSFER REQUEST FORM 2016-17 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 2016-17 \_\_\_\_\_ 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. Families who intra-district transfer into a building aren't eligible for placement in the Compañeros program or lottery until all eligible families living in the attendance area are placed and unfilled spaces remain at the grade level.**

### 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 2016-17 School Year     DISAPPROVED

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.

Date Forms Sent \_\_\_\_\_

- Parents/Guardian
- School
- Transportation
- File

School Principal Signature \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_