

Intradistrict Transfer Request Form

Please complete this form if you are requesting that your student attend a school in Northfield that is located outside your home school boundary. Intradistrict 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 507.645.3445. Please return this form to: Northfield Public Schools, District Office – Student Information Systems 201 Orchard 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)* _____

THIS FORM APPLIES TO INDICATED SCHOOL YEAR ONLY. REAPPLICATION REQUIRED EVERY YEAR.

School Year & Corresponding Grade _____ 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 _____ 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.

School Official Signature _____
Date _____

Date Forms Sent _____

- Parents/Guardian
- School
- Transportation
- File

Notes _____