



Motivate Collaborate Support Develop

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## OPEN ENROLLMENT STUDENT TRANSFER REQUEST 2018-2019 School Year

NOTE: Transportation is not guaranteed.

Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_  
(last) (first)

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
(home) (work) (cell)

Student Name 2018-2019 Grade

Transfer requested for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School attendance area: \_\_\_\_\_

School requesting transfer to: (1st Choice) \_\_\_\_\_  
(2nd Choice) \_\_\_\_\_

School student(s) attended 2017-2018: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature (Date)

Principal, Receiving School (Date)  
Request denied  Request granted

FOR INTERNAL USE:  
DATE: \_\_\_\_\_  
TIME STAMP: \_\_\_\_\_

Principal, Relinquishing School (Date)  
Request denied  Request granted

## **OPEN ENROLLMENT STUDENT TRANSFER REQUEST Approval Criteria**

- a. Space is available and there is adequate staffing within a particular program or school requested.
- b. The school offers the appropriate programs or facilities to meet the special needs of the student.
- c. Student meets eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required level of performance.
- d. Student's behavior does not fall under grounds for suspension, expulsion, denial of admission based on C.R.S. 22-33-106.

Students enrolling in a school outside their attendance area should plan to remain in that school for a full academic year. Students wishing to return to their home school or to open enroll in a different school must submit an open enrollment request in accordance with these regulations and the knowledge that students will be granted one transfer per elementary career, middle school career and high school career unless the family has moved to a new location.

Notification of approval or disapproval of open enrollment requests will be made no later than one week prior to the start of school.

### **Transfer Request Timeline:**

**April 1<sup>st</sup> - April 30<sup>th</sup>** – Request to transfer for continuing students must be submitted in person, each year.

**May 30<sup>th</sup>** – Principals Approve/Deny

Transfer requests after October 1<sup>st</sup> will not be granted.

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