MID-YEAR TRANSFER REQUEST
~~ PROCESS ~~

Movement between schools within the first 10 school days is available to any student provided there is room in the receiving school (after wait-list placements have been made). The request process outlined below goes into effect AFTER the 10th day of school. The parent may contact the Enrollment office at 307-253-5450 to begin the process.

*For high school requests during the summer, this form will be used beginning July 1, each year.

1. Enrollment office will check to see if the requested school has wait-list students. If there are no available spots, the parent will be informed that the request can't proceed. If there are available spots, the Enrollment office will ask the parent to complete a “Mid-Year Transfer Request” form which will be shared with the current and requested school Principals.

2. If the parent contacts the school first about transferring, the school will have the parent contact the Enrollment office.

3. Principals will discuss the reason(s) for the transfer and will come to a mutual agreement within five (5) school days, if possible, as to whether the transfer is in the best educational interest of the student. Principals will give particular attention to verifiable requests regarding “Student Health and/or Safety”.

Approval

If the request is approved, the receiving school Principal will notify the NCSD Enrollment Office as to the effective transfer date. The receiving Principal and/or appropriate staff will next arrange to meet with the family to facilitate a transfer.

Denial

If the request is denied, the current school Principal will complete the “Mid-Year Transfer Request Denial Justification” form which will be shared with the parent and with the Director of Human Resources and District Services.

Note 1: A student who leaves NCSD and returns within 6 months will be re-enrolled in the school last attended if a seat is available for both the current and upcoming school years. Any change to that will require a “Mid-Year Transfer Request” form to be filled out, and that process followed.

Revised 08/2020
MID-YEAR TRANSFER REQUEST

As the parent/guardian of __________________________________________ currently in grade _____
at (current school) ____________________________________________, I am requesting a change in schools. I ask
that consideration be given to allow transfer to (requested school) ____________________________________________.
I am making this request because (one must be checked and a reason given):

_____ Our family has or will be relocating to ____________________________________________

Date of move: ______________________

OR

_____ The following health or safety concern has not been satisfactorily addressed at our current school. Please
list with whom you have spoken with regarding these matters, and what has happened after you contacted the
school.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Please use a second page if more space is needed.

Parent/Guardian (Please Print) ________________________________________________

Parent/Guardian (Signature) _______________________________________________

Date ______________________ Phone Number _________________________________

Revised 08/2020