2019-20 FOREST HILLS SCHOOL DISTRICT
INTRA-DISTRICT TRANSFER APPLICATION
FOR GRADES K – 12

Instructions for Parents/Guardians:

- **Please complete one application per child.**
- **Complete and submit this form between January 2 – January 31, 2019 (inclusive) for high school (grades 9 – 12) requests or between April 1 – May 29, 2019 (inclusive) for elementary (grades K – 6) requests.**
- **Completed applications may be either: (1) mailed to the Forest Hills School District Human Resources Office, 7946 Beechmont Avenue, Cincinnati, 45255, or (2) faxed to (513) 231- 3605 or (3) emailed to transfers@foresthills.edu, no earlier than the initial due date. Walk-ins will not be accepted on the first day of the application period.**
- **Applications submitted after the deadlines listed above will be considered as space allows.**
- **Refer to Forest Hills Board Policy and Administrative Guidelines 5113.01 for additional information.**

Student's Name: _____ _____
First Name Middle Name Last Name Current Grade

Parent's/Guardian's Name(s): _____

Address: _____

Daytime Telephone #: _____ **Email address:** _____

School Year/Date requested for transfer: _____ **Grade for 2019/20 school year:** _____

I hereby request the student named above to be transferred:
(Choose one school per appropriate box)

From: School of Residence

	Ayer Elementary
	Maddux Elementary
	Mercer Elementary
	Sherwood Elementary
	Summit Elementary
	Wilson Elementary

To: Building

	Ayer Elementary
	Maddux Elementary
	Mercer Elementary
	Sherwood Elementary
	Summit Elementary
	Wilson Elementary

From: School of Residence

	Anderson HS
	Turpin HS

To: Building

	Anderson HS
	Turpin HS

Please answer the following questions:

1. **Has the student been expelled or suspended for ten (10) days or more during the current or immediately preceding semester?**
   YES NO
2. **Does the student's currently have an Individualized Education Plan (IEP) or 504?**
   YES NO
3. **This school year, how many days has the student been:**
   Absent? _____ Tardy? _____
4. **Have you had a conference with the student's current principal or counselor concerning the reason for the transfer?**
   YES NO

✔	Reason	Information Needed	If you checked a reason on the left, please provide details
	Sibling(s) concurrently enrolled	Name/Current Grade of Sibling(s):	
	Child care	Name/Telephone/Address of Child Care Provider:	
	Staff Member's Child	Name/Building of Staff Member:	
	Other	Reason:	

My signature indicates that I have read and agree to abide by the Forest Hills Policy and Administrative Guidelines 5113.01, including the responsibility for my child's attendance, discipline, transportation and any other guideline contained within.

Parent/Guardian Signature: _____ **Date:** _____
Signature Relation

Office Use Only: Received: Date_____ Time: _____ US Mail Fax Email Other: _____ By: _____

Priority? _____ Approved: YES NO If denied, reason: _____

Date/Time/Person notified: _____ Telephone US Mail Email Other: _____ By: _____

Copies to: ____Principal _____EMIS _____File Notes: _____

Form Revised December 17, 2018