



2023-24 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 1 – January 31, 2023(inclusive) for high school (grades 9 – 12) requests or between April 1 – May 31, 2023 (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 2023/24 school year:** _____

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

From: School of Residence

<input type="checkbox"/>	Ayer Elementary
<input type="checkbox"/>	Maddux Elementary
<input type="checkbox"/>	Mercer Elementary
<input type="checkbox"/>	Sherwood Elementary
<input type="checkbox"/>	Summit Elementary
<input type="checkbox"/>	Wilson Elementary

To: Building

<input type="checkbox"/>	Ayer Elementary
<input type="checkbox"/>	Maddux Elementary
<input type="checkbox"/>	Mercer Elementary
<input type="checkbox"/>	Sherwood Elementary
<input type="checkbox"/>	Summit Elementary
<input type="checkbox"/>	Wilson Elementary

From: School of Residence

<input type="checkbox"/>	Anderson HS
<input type="checkbox"/>	Turpin HS

To: Building

<input type="checkbox"/>	Anderson HS
<input type="checkbox"/>	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

<input checked="" type="checkbox"/>	Reason	Information Needed	If you checked a reason on the left, please provide details
<input type="checkbox"/>	Sibling(s) concurrently enrolled	Name/Current Grade of Sibling(s):	
<input type="checkbox"/>	Child care	Name/Telephone/Address of Child Care Provider:	
<input type="checkbox"/>	Staff Member's Child	Name/Building of Staff Member:	
<input type="checkbox"/>	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 5, 2022