

Instructions for Parents/Guardians

1. Please complete one application per child.
2. Complete and submit this form:
 - o Between **January 1 – January 31, 2026** (inclusive) for **high school** (grades 9–12) requests.
 - o Between **April 1 – May 31, 2026** (inclusive) for **elementary** (grades K–6) requests.
3. Completed applications may be either be:
 - o **(1)** mailed to Forest Hills School District Student Services at
7946 Beechmont Avenue, Cincinnati, OH 45255;
 - o **(2)** 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.
4. Applications submitted after the deadlines listed above will be considered as space allows.
5. Refer to Forest Hills Board Policy and Administrative Guidelines 5113.01 for additional information.

2026-2027 FOREST HILLS SCHOOL DISTRICT INTRA-DISTRICT TRANSFER APPLICATION

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GRADES K – 12

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• • • REVIEW INSTRUCTIONS ON PAGE 1 BEFORE BEGINNING • • •

Student Name	First	Middle	Last	Current Grade
Parent/Guardian Name(s)				
Address				
Phone			Email	
School Year/ Date Requested for Transfer			Grade for 2026/27 School Year	

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

Reason for Request
(Please check reason(s) for request.)

From: School of Residence		> To: Building		Sibling(s) concurrently enrolled <i>Name & current grade of siblings:</i> Childcare <i>Name & address of provider:</i> Child of staff member <i>Name & building of staff member:</i> Other <i>Please explain:</i>
Ayer Elementary		Ayer Elementary		
Maddux Elementary		Maddux Elementary		
Mercer Elementary		Mercer Elementary		
Sherwood Elementary		Sherwood Elementary		
Summit Elementary		Summit Elementary		
Wilson Elementary		Wilson Elementary		
Anderson High School		Anderson High School		
Turpin High School		Turpin High School		

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

Relationship

Date

• • • OFFICE USE ONLY • • •

Have you had a conference with the student's parent/guardian concerning reason for transfer?	YES	This school year, # of days the student has been:	#	Absent
	NO		#	Tardy
Does the student currently have an IEP or 504?	YES	If applicable, provide # of:	#	HS credits earned
	NO		#	HS Math credits earned
Has the student been expelled or suspended for ten (10) days or more during the current or immediately preceding semester?	YES		#	HS ELA credits earned
	NO			

School Counselor

Print

Signature

Date

Registrar Use Only • Received: Date _____ Time _____ Approved: YES NO

If denied, reason: _____