

**Instructions for Parents/Guardians**

1. Please complete one application per child.
2. Complete and submit this form:
  - o Between **January 1 – January 31, 2025** (inclusive) for **high school** (grades 9–12) requests.
  - o Between **April 1 – May 31, 2025** (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)** faxed to (513) 231-3605; or
  - o **(3)** emailed to [transfers@foresthills.edu](mailto: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.



# 2025-2026 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				Current Grade
	First	Middle	Last	
Parent/Guardian Name(s)				
Address				
Phone		Email		
School Year/ Date Requested for Transfer		Grade for 2024/25 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.)

<b>From: School of Residence</b>	<b>&gt; To: Building</b>
<input type="checkbox"/> Ayer Elementary	<input type="checkbox"/> Ayer Elementary
<input type="checkbox"/> Maddux Elementary	<input type="checkbox"/> Maddux Elementary
<input type="checkbox"/> Mercer Elementary	<input type="checkbox"/> Mercer Elementary
<input type="checkbox"/> Sherwood Elementary	<input type="checkbox"/> Sherwood Elementary
<input type="checkbox"/> Summit Elementary	<input type="checkbox"/> Summit Elementary
<input type="checkbox"/> Wilson Elementary	<input type="checkbox"/> Wilson Elementary
<input type="checkbox"/> Anderson High School	<input type="checkbox"/> Anderson High School
<input type="checkbox"/> Turpin High School	<input type="checkbox"/> Turpin High School

<input type="checkbox"/> Sibling(s) concurrently enrolled Name & current grade of siblings:
<input type="checkbox"/> Childcare Name & address of provider:
<input type="checkbox"/> Child of staff member Name & building of staff member:
<input type="checkbox"/> Other Please explain:

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
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••• OFFICE USE ONLY •••

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

School Counselor	Print	Signature	Date
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Registrar Use Only • Received: Date \_\_\_\_\_ Time \_\_\_\_\_ Approved: YES NO

If denied, reason: \_\_\_\_\_