



Request for Transfer/Withdrawal

Please complete the entire form. Turnaround for transfer packets is 1–3 business days.

Name of School

Student Information

Name	DOB	Grade	Withdrawal Date
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Reason for Withdrawal

Transfer School (Name and Address) or Home Instruction-Please Indicate Below	Phone Number
	Email Address or FAX Number
	Anticipated Start Date at New School or Home Instruction Start Date

New Mailing Address	Phone Number
	Email

Current Address	Move Out Date
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Parent/Guardian Name (Please Print)	Date
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Parent/Guardian Signature Click to Sign	Date
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Transfer Packet Information

Registrar will prepare an electronic transfer packet upon receipt of this form. The electronic transfer packet will include:
Official Transcript — Grades—Class Schedule—Test Scores—Attendance Data Discipline Data — Birth Certificate—Immunization Records
Home Instruction students will not be sent a transfer packet.

All records will be sent electronically unless otherwise specified. Please indicate below if you need a different method of delivery.

- I would like to pick up the student transfer packet at the school. Please call the school to make an appointment for pick up.
- I would like the student transfer packet mailed to new school address (listed above).
- I would like the student transfer packet faxed to the FAX number for new school (listed above).
- I do not need a transfer packet.

For Office Us Only: Exit Date: _____ Exit Code: _____