



**HILLIARD CITY SCHOOL DISTRICT  
ELEMENTARY INTRADISTRICT STUDENT TRANSFER REQUEST  
2019—2020 SCHOOL YEAR**

**STUDENTS ARE ASSIGNED TO THE SCHOOL/SPECIAL EDUCATION/EL PROGRAM SERVING THEIR DESIGNATED ATTENDANCE AREA. ONLY EMERGENCY or HARDSHIP TRANSFERS WILL BE CONSIDERED.**

**STUDENT INFORMATION—PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD**

NAME (FIRST AND LAST): \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_

CURRENT GRADE: \_\_\_\_\_ NEXT YEAR GRADE: \_\_\_\_\_

CURRENT SERVICES (PLEASE CHECK ALL THAT APPLY) :

INDIVIDUAL EDUCATION PLAN (IEP)     ENGLISH LEARNER (EL)     OTHER \_\_\_\_\_

**TRANSFER REQUEST DETAILS**

REQUEST TRANSFER **TO** SCHOOL (NAME OF SCHOOL): \_\_\_\_\_

TRANSFER **FROM** SCHOOL (CURRENTLY ASSIGNED): \_\_\_\_\_

HARDSHIP REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

MOTHER NAME _____	FATHER NAME _____
MOTHER ADDRESS _____	FATHER ADDRESS _____
MOTHER PHONE(S) _____	FATHER PHONE(S) _____
MOTHER IS RESIDENTIAL / CUSTODIAL PARENT <input type="checkbox"/>	FATHER IS RESIDENTIAL / CUSTODIAL PARENT <input type="checkbox"/>
MOTHER IS NON-CUSTODIAL PARENT <input type="checkbox"/>	FATHER IS NON-CUSTODIAL PARENT <input type="checkbox"/>

**MY SIGNATURE BELOW INDICATES I AM THE RESIDENTIAL/CUSTODIAL PARENT AND HAVE READ AND UNDERSTAND ALL RULES AND GUIDELINES FOR A TRANSFER REQUEST (SEE BACK PAGE OF THIS FORM).**

**RESIDENTIAL/CUSTODIAL PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Completed transfer forms may be returned via email to [carole\\_carpenter@hboe.org](mailto:carole_carpenter@hboe.org), via fax to 614-921-4444, via USPS or in person to Carole Carpenter, Hilliard City Schools, 2140 Atlas Street, Columbus 43228 before March 1, 2019

**NO DISTRICT TRANSPORTATION PROVIDED FOR TRANSFER STUDENTS**

HILLIARD CITY SCHOOL DISTRICT  
ELEMENTARY INTRADISTRICT STUDENT TRANSFER REQUEST

**STUDENT MUST BE REGISTERED IN HILLIARD SCHOOLS BEFORE A TRANSFER WILL BE CONSIDERED.**

- ◆ Families experiencing a hardship situation may complete this form. **Complete a separate form for each child.**
- ◆ Due to increased growth in our school district, it is suggested that parents select daycare providers that can transport to/from a child's home school. It is unlikely a transfer will be granted to accommodate daycare schedules or transportation .
- ◆ **Transportation for transfer students is the parent responsibility.**
- ◆ FOR KINDERGARTEN TRANSFER STUDENTS—Hardship transfers at the kindergarten level are for the kindergarten year only. Students will automatically be reassigned to their home school for first grade.
- ◆ FOR GRADES 1ST—5TH TRANSFER STUDENTS—Once a hardship transfer is granted UNLESS OTHERWISE STATED, students will continue to be assigned in that school until:
  1. A parent requests a change, or
  2. The home address changes, or
  3. Space is no longer available at the requested school. If this would occur, students would be returned to their home school or the school deemed best able to serve student needs. The order of returning a student to their home school is based on the last student transferred in to the requested building is the first to leave (last in—first out).
- ◆ FOR SPECIAL EDUCATION STUDENTS—Every attempt will be made to accommodate transfer requests to keep siblings of special education students together; however if a transfer is granted, transportation may not be provided for the transferred student.
- ◆ FOR STUDENTS ON OVERFLOW TO A SCHOOL OTHER THAN THEIR HOME BUILDING—If space permits, students placed at a school on overflow will automatically be reassigned to their home building at the end of the current school year unless a hardship transfer request is submitted and approved. If transfer request is approved, transportation will become the parent responsibility.
- ◆ LATE TRANSFER REQUESTS SUBMITTED AFTER **MARCH 1, 2019 DEADLINE:**
  1. Late transfer requests will be added to the bottom of the list and will be considered in the order received.
  2. Parents will be notified of the status of the transfer request prior to the opening day of school.
  3. Requests received after the deadline are unlikely to be honored.

**AN APPROVED TRANSFER MAY BE CANCELED IF STUDENT DEMONSTRATES A PATTERN OF ATTENDANCE TRUANCY, TARDINESS, OR DISCIPLINE PROBLEMS. A STUDENT WHOSE TRANSFER IS CANCELED WILL BE REASSIGNED TO HIS/HER HOME SCHOOL OR THE SCHOOL BEST ABLE TO MEET HIS/HER NEEDS.**

**ALL TRANSFER DECISIONS MADE BY THE SUPERINTENDENT/DESIGNEE ARE FINAL**

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