



**HILLIARD CITY SCHOOL DISTRICT  
SIXTH GRADE INTRADISTRICT STUDENT TRANSFER REQUEST  
2023—2024 SCHOOL YEAR**

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

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

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

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

2022-23 GRADE: \_\_\_\_\_ 2023-24 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 _____
CITY/ZIP CODE _____	CITY/ZIP CODE _____
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** \_\_\_\_\_

**DEADLINE TO SUBMIT REQUEST IS MARCH 10, 2023** Completed transfer forms may be returned via email to 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 10, 2023

**NO DISTRICT TRANSPORTATION PROVIDED FOR TRANSFER STUDENTS**

FOR OFFICE USE ONLY

REC'D DATE _____
REC'D BY _____

**HILLIARD CITY SCHOOL DISTRICT  
SIXTH GRADE INTRADISTRICT STUDENT TRANSFER REQUEST  
ADMINISTRATIVE PROVISIONS**

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

Students enrolled in the Hilliard City School District are assigned to the school or special education program serving their designated attendance area. Due to increased growth in our school district, **only emergency or hardship transfer requests will be considered** in accordance with the following provisions:

1. Transfer request forms for the 2023—2024 school year will be available January 30 to March 10, 2023.
2. Transfer request forms must be completed and returned PRIOR TO MARCH 10, 2023 to be considered for action and notification by the end of May, 2023.
3. Pending available space, emergency or hardship transfer requests submitted on or before March 10, 2023 will be approved or denied by the administrator, and parents will be notified of the status of the emergency or hardship transfer no later than the end of May.
4. Requests received after March 10, 2023 are unlikely to be honored.
5. Space availability is a function of current staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.
6. Transportation for transfer students is the parent responsibility.
7. Requests for transfer in order to attend the same school as a given student, teacher or to participate in a specific activity will not be considered.
8. At the end of the school year, all sixth grade students will be reassigned to the middle school for their designated attendance area and must reapply if requesting a transfer for the following year. Transfers in middle school may result in loss of athletic eligibility.

**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**

**DEADLINE TO SUBMIT REQUEST IS MARCH 10, 2023.** 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 10, 2023.