



Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80851
(970) 482-7420

School Transfer Request

Refer to District Policy [JFBA](#) for specific details.

School Transfer Policy

Students may be allowed or required to transfer in or out of their neighborhood school or the choice school or program in which they are currently enrolled depending on availability of space.

The transfer process cannot be used to accomplish choice/open enrollment when a *School Choice Application* was not submitted in a timely manner, when choice/open enrollment procedures were otherwise not properly followed, or when a *School Choice Application* was denied.

Circumstances under which a transfer may be allowed or required include, but are not limited to, the following:

1. Special circumstances or other good cause affecting the education and/or welfare of the transferring student or other students or staff members make it necessary or advisable to allow or require the transfer. Such special circumstances should be rare but may include occurrences like a student's loss of transportation, student safety, or a family emergency.
2. When a parent or guardian has a home under construction or is in the process of purchasing a home, the student may be allowed to transfer to the school serving the neighborhood in which the new home is located.
3. When school attendance boundaries are changed, special provisions may be made by the Board that shall take precedence over all other provisions of the policy.

School Transfer Process

1. Parent/guardian completes the *School Transfer Request Form* explaining the reason for the transfer request. The form is then **submitted to the principal at the current school**. If additional space for explanation is needed beyond what is provided in the application, please submit a separate letter.
2. If it is determined a *Problem-Solving Plan* needs to be completed based on the reason given by the parents:
 - Parent/Guardian meets with a counselor/dean/administrator to create a plan to support the student at the current school.
 - Parent/Guardian meets with administrator and counselor at current school to review plan and discuss next steps.
3. The transfer request (and the letter if needed) will be sent **by the current school** to the assistant superintendent's office for review.
4. The assistant superintendent's office will make the final decision to approve or deny the transfer request, and parent/guardian will be notified.



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For Requested School Office Use Only

Date Received _____

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Before a school transfer request will be considered, the following steps must be completed:

- Completed **School Transfer Request Form**, including the reason a transfer is being requested.
- **School transfer Request Form** must be submitted to the principal of their current school.
- The reason for the transfer request will determine if a **Problem-Solving Plan** needs to be completed.
 - ▶ If a **Problem-Solving Plan** is the next step, this must be completed with current school staff.
 - ▶ Review of the **Problem-Solving Plan** with current school staff and principal.
 - ▶ Enter dates of when meeting will be held and reviewed on the **School Transfer Request Form**.

Today's Date: _____ Student ID # _____

Student Name: _____ Current Grade: _____ D.O.B. _____

Parent/Guardian Name: _____

Email: _____

Home Number: _____ Work Number: _____

Parent/Guardian Address: _____

City _____ State _____ Zip _____

Currently Attending (name of school): _____

Requesting Transfer to (name of school): _____

Date of Meeting to Establish Problem Solving Plan: _____ Date of Meeting to Review Plan _____

Reason for requesting transfer

If additional space for explanation is needed, please submit a separate page along with this application

Parent/Guardian Signature Date