



930 Colorado Avenue, Montrose, Colorado 81401<sup>MAILING</sup>  
PO Box 10,000, Montrose, Colorado 81402<sup>BILLING</sup>  
970.249.7726<sup>PHONE</sup> 970.249.7173<sup>FAX</sup> [www.MCSD.org](http://www.MCSD.org)<sup>WEB</sup>

## OPEN ENROLLMENT/ STUDENT TRANSFER REQUEST

### 2025-2026 School Year

NOTE: Transportation is not guaranteed

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(mobile) (other)

Student Name	Grade for 24-25	Grade for 25-26
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Boundary School: \_\_\_\_\_

School requesting transfer to: 1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

School Student(s) attended in 2024-25: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Internal Use:	Principal Receiving School	Principal Relinquishing School
Date:	Request granted: <input type="checkbox"/>	Request granted: <input type="checkbox"/>
	Request denied: <input type="checkbox"/>	Request denied: <input type="checkbox"/>
	Signature/Date:	Signature/Date:

## **OPEN ENROLLMENT/ STUDENT TRANSFER REQUEST**

### **Approval Criteria**

- a. Space is available and there is adequate staffing within a particular program or school requested.
- b. The school offers the appropriate programs or facilities to meet the special needs of the student.
- c. Student meets eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required level of performance.
- d. Student's behavior does not fall under grounds for suspension, expulsion, denial of admission based on C.R.S. 22-33-106.

Students will be granted one transfer per elementary career, middle school career and high school career unless the family has moved to a new location.

Notification of approval or disapproval of transfer request will be made one week prior to the start of school. No request for transfer will be acted upon after October 1<sup>st</sup>.

### **Transfer Request Timeline per Board Policy JFBA:**

July 15th - August 15th - Request to transfer for continuing students must be submitted by email to both requesting & exiting school secretaries.

One week prior to start of school - Principals Approve/Deny

NOTE: Transportation is not guaranteed