



Motivate Collaborate Support Develop

930 Colorado Avenue ~ Montrose, Colorado 81401 mailing
PO Box 10,000 ~ Montrose, Colorado 81402 billing
970.249.7726 phone ~ 970.249.7173 fax ~ www.mcsd.org web

OPEN ENROLLMENT STUDENT TRANSFER REQUEST 2019-2020 School Year

NOTE: Transportation is not guaranteed.

Parent/Guardian: _____ Date _____
(last) (first)

Address: _____

Phone Numbers: _____
(home) (work) (cell)

Student Name 2019-2020 Grade

Transfer requested for: _____

School attendance area: _____

School requesting transfer to: (1st Choice) _____
(2nd Choice) _____

School student(s) attended 2018-2019: _____

Reason for request: _____

Parent/Guardian Signature (Date)

Principal, Receiving School (Date)
Request denied Request granted

FOR INTERNAL USE:

DATE: _____

TIME STAMP: _____

Principal, Relinquishing School (Date)
Request denied Request granted

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 enrolling in a school outside their attendance area should plan to remain in that school for a full academic year. Students wishing to return to their home school or to open enroll in a different school must submit an open enrollment request in accordance with these regulations and the knowledge that **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 open enrollment requests will be made no later than one week prior to the start of school.

Transfer Request Timeline:

April 1st - April 30th – Request to transfer for continuing students must be submitted in person, each year.

May 30th – Principals Approve/Deny

Transfer requests after October 1st will not be granted.

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