



Motivate Collaborate Support Develop

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OPEN ENROLLMENT / STUDENT TRANSFER REQUEST
2020-2021 School Year

NOTE: Transportation is not guaranteed

Parent/Guardian: (last) (first) Date

Address:

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

Student Name 2020-2021 Grade

Transfer requested for:

School attendance area:

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

School student(s) attended 2019-2020:

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 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.

Transfer Request Timeline:

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

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