

**Helena School District No. 1**  
**Parent Request Form for K-12 Student In-District Transfer**

District Request: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Request: \_\_\_\_\_ (For parent requests transportation to the school of choice is the parent's responsibility.)

**Instructions to Parents:**

This form must be completed by a parent or guardian of any student before an in-district transfer of that student will be considered. This form must be submitted to the principal of the school serving the area where the family resides. The principal of the school where the student resides will review the student's records (including but not limited to; grades, academics, and behavior) and will approve or deny the request, make comments and route the form to the principal of the requested school for consideration and approval or denial. If there is a disagreement between principals regarding the request, an explanation will be sent along with the parent's copy of this request to the Central Administration Office. The Central Administration Office will consider the request, gather further information and render a decision. A copy of the transfer request indicating the final decision will be sent to the parent and the schools.

**(Please Print)**

Name of Student: \_\_\_\_\_

Present Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Home School: \_\_\_\_\_

Requested School: \_\_\_\_\_

Desired Date of Transfer: \_\_\_\_\_

My reason(s) for requesting this change in schools: (Attach any supporting documentation.)

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

Activities in which the student will participate if transfer is approved:

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

I have read the policy and procedures. If this request is approved I agree to the conditions on the reverse of this form.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval by Home Principal:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Home Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Approval by Receiving Principal:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Receiving Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

## **In-District Transfer Requirements:**

Boundary lines set by the Board of Trustees shall be observed unless an exception is granted through guidelines established by the Superintendent as set forth below.

Approved transfer requests carry the following conditions:

1. Transportation must be provided by the parents of any student attending a school other than their school of residence as a result of a parent transfer request.
2. For both district initiated and approved parent-requested transfers, the receiving school will become the home school for the student. Once a student has been accepted at the school of choice any changes in school placement will require the completion of a new *In-District Transfer* form and the initiation of a new review process.
3. Students attending any district school must observe all school rules and attendance requirements.
4. Failure to regularly attend the school of choice may result in a parent conference with the principal to consider a change in placement for the student. In-District boundary exceptions may be subject to review each year in order to ensure that all students and policies are being followed.
5. Kindergarten siblings may be enrolled in the spring in the same school. Please be sure to follow the Kindergarten registration procedures found in the Elementary Student / Parent Handbook.
6. Students living within the east side attendance areas will only be allowed to select east side elementary schools based on parent requests space available. Please see the Elementary Student / Parent Handbook for the list of east and west side elementary schools.
7. Students living within the west side attendance area may select a west side elementary or east side elementary dependent on space available based on parent request.
8. High School students who transfer are subject to the eligibility policies established by the Montana High School Association.