

## In-District Boundary Transfer Request

Application forms for students requesting a transfer between Woodland Elementary Schools will be accepted through April 15 and reviewed by the end of May. Applications received after the April 15 deadline will be placed on a waiting list and may not be processed until the end of August. Transfer requests for Kindergartners will most likely not be processed until late August. **New students must register at their resident elementary school prior to applying for an in-district boundary transfer.**

**COMPLETED FORM MAY BE SUBMITTED IN PERSON, BY MAIL, OR EMAILED TO [brentinj@woodlandschools.org](mailto:brentinj@woodlandschools.org)**

Resident School: _____	
Requested School: _____	
<b>STUDENT INFORMATION</b> <i>(One form per student)</i>	
Student Legal Name: <i>(Last, First, Middle)</i> _____	Birth Date: _____ Current Grade Level: _____
Current or Last School Attended: _____	
Parent/Guardian Name: _____	Primary Phone: _____
Parent/Guardian email: _____	Alternate Phone: _____
Residence Address: _____ _____	Mailing Address <i>(If different from residence)</i> _____ _____
Reason for Transfer request: _____ _____	
<i>I understand that if this request for in-districts transfer is accepted, the student or the student's parent/guardian is responsible for providing transportation for the accepted student. I understand that the acceptance may be rescinded if the student has excessive absences or tardiness.</i>	
Signature of Parent/Guardian: _____ Date: _____	
<b>Office Use</b>	Date Form Received: _____
Transfer Request <input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED	
Reason(s) for Denial: _____ _____	
Superintendent/Designee: _____ Date: _____	
(Updated 19.01.28)	