

REDMOND SCHOOL DISTRICT 2J  
145 SE Salmon Avenue  
Redmond, OR 97756

**ASSIGNED SCHOOL TRANSFER REQUEST – 2020-2021**

Student Name \_\_\_\_\_  
Parent(s)/Guardian(s) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Grade in **2020-2021**: \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Birth Date \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Sibling Name(s):  
\_\_\_\_\_ Grade in 2020-2021 \_\_\_\_\_  
\_\_\_\_\_ Grade in 2020-2021 \_\_\_\_\_  
\_\_\_\_\_ Grade in 2020-2021 \_\_\_\_\_

Request Transfer From \_\_\_\_\_ School  
To \_\_\_\_\_ School

**TRANSFER TIMELINES AND GUIDELINES**

1. For the following school year, parents are encouraged to submit this form before May 31 of the previous school year. If this transfer is during the current school year, parents will complete this form and submit it to their assigned school at least ten days prior to the end of the grading period/semester.
2. Once approved by the principal of the assigned school, the transfer will be forwarded to the principal of the receiving school for final review and processing.
3. **Parents/guardians will be responsible for providing transportation for approved transfer students.**
4. Once approved, a transfer ordinarily will remain in effect until the student completes grade 5, 8, or 12 (the highest grade at that school). When a student is promoted to a higher level grade outside the assigned school, the student will enroll in the assigned school area in which his/her parents reside unless a new transfer request is submitted and approved.
5. Approved transfer requests may be revoked at any time due to excessive absences, tardies, or incidents of serious misbehavior.
6. Please refer to **Administrative Regulation JECBB-AR** for additional criteria, timeline, notification, and process guidelines.

*Reason for Transfer Request – Please be Specific:*

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

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

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

Assigned School Principal: \_\_\_\_\_

Receiving School Principal: \_\_\_\_\_

Request Approved

Request Approved

Request Denied

Request Denied

Reason: \_\_\_\_\_

Reason: \_\_\_\_\_