



REQUEST FOR IN-DISTRICT STUDENT TRANSFER

Due by March 21, 2025, and will be processed by April 4, 2025

Applications received after March 21, 2025, will be processed at a later date, no later than August 28, 2025

Parent/Guardian Information

Parent Name _____ Date _____

Phone Number _____ Parent Email (REQUIRED) _____

Street Address _____

City _____ Zip _____

I am requesting that _____ with Date of Birth: ____/____/____
(Name of Student)

attends _____ instead of _____
(Requested School) (Home Attendance School/Must Live in the UCS District*)

For the 2025-2026 school year, my child will be in the _____ grade.

____ Sibling Attends Requested School Sibling's Name(s): _____

Read and sign below:

- Parent or legal guardian agree to have their student stay until the student advances to the next transition level (elementary to junior high school or junior high school to high school) in the school approved for transfer.
- No mid-year transfers will be accepted.
- Students failing to meet the Code of Conduct and Student Handbook guidelines could result in being returned to the resident school.
- Parent or legal guardian shall provide their own transportation to and from school.
- Parent or legal guardian shall abide by the conditions of the request for student transfer.
- District administration will determine which schools will accept student transfer requests and the timeline for accepting student transfer requests.
- Requests to transfer significantly related to or motivated by participation in extracurricular activities, including athletics, will not be approved.
- *Non-Resident Students are not eligible for in-district transfers (5305 Policy)

I agree to the above,

Parent/Legal Guardian Signature: _____

----- UCS OFFICE ONLY -----

Director of Student Services Approval: _____ Date: _____

DENIED: ____ Reason:

Future Attendance Pattern: _____

RETURN TO: studentservices@uticak12.org