

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student # \_\_\_\_\_

Does this student have any IEP or 504 accommodations? (Check applicable box/es)  IEP  504

If checked, a copy of the current IEP and/or 504 plan must be attached to this form. The receiving principal must consult with the Special Education Department (IEP) or the Department of Human Resources (504 plan).

Is this student willing to comply with the policies of Alpine School District?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Resident School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Requested School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_  
Both principals should discuss the transfer before final approval is given.

This request has been (approved \_\_\_\_\_) (denied \_\_\_\_\_) by the transfer principal.

Reasons for denial \_\_\_\_\_

A Principal's signature **does not** admit a student to a closed school. District authorization could be granted if extenuating circumstances are verified.

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#### GENERAL INFORMATION

- 1) To be accepted for transfer, space must be available in the school, grade and program requested.
- 2) The request may be denied in cases where the student has a history of behavior problems, or where the school has been declared closed to out of area requests.
- 3) Parents or guardians of out of area students may withdraw the student from the out of area school for enrollment in another school:
  - i) by submitting a notice of intent to enroll in the resident school for next school year, by March 15 of the current year.
  - ii) by submitting notice of intent to enroll in another out of area school for the following year, by March 15 of the current year.
  - iii) by gaining approval from the school of attendance and an out of area school to transfer during the school year.
- 4) Students admitted to an out of area school may remain enrolled without renewed applications for attendance in subsequent years.
- 5) If attendance at the transfer school is projected to exceed 90% of capacity for the next school year, transfer students may be asked to return to the school of residence.
- 6) Students may also be returned to their school of residence if they are suspended or expelled from school or they violate agreed upon conditions of enrollment.
- 7) The parent or guardian of transfer student shall arrange for the students' own transportation to and from out of area schools.
- 8) Students seeking to participate in interscholastic competition will be subject to the policies established by the Utah High School Activities Association.

Any falsification of the above information will result in cancellation of transfer.