

Interdistrict Transfer Applications Supporting Documentation

Please attach the following applicable supporting documentation.

Failure to include the documentation will delay processing the application.

If submitting applications for multiple students a copy of the documentation but be included with each application.

Special Education or 504 Students:

If your child has an IEP or 504 we require a copy of your students most recent IEP with the application.

Parent Employment:

This is for parents who work for the School District in which they are requesting. The following documentation is required:

- ◆ Copy of pay stub or a letter from employer indicating job title, hours of employment and work location on company letterhead.

Child Care:

Requests based upon childcare needs (K-5) will require the following documentation:

- ◆ A letter from your child care provider verifying the provider's:
 1. Name
 2. Address
 3. Telephone Number
 4. Hours of child care provided

Change of Residency:

Requests based upon a change of residence, will require documentation that verifies the specific moving date:

- ◆ Closing (previous residence) and opening (current residence) utility bill
- ◆ Mortgage, lease, or rental document

Specialized Programs:

Requests based upon a specialized program, will require documentation that verifies any previous participation in such program:

- ◆ Transcripts verifying previous participation in requested specialized program pathway or program.
- ◆ Membership documents/letters/awards verifying previous participation in requested specialized program pathway or program.

Health and Safety:

Requests based upon health and safety will require documentation that verifies a health and/or safety reason. Some examples include:

- ◆ Doctors notes
- ◆ Therapist notes
- ◆ Letter from current school explaining the issue