



Application for Administrative Transfer Principal Form

A separate application must be completed for each child in the family who seeks a transfer. This form must be submitted to the receiving school along with the Administrative Transfer Procedures and Checklist for Principals. Refer to policy JFBA, District Choice Enrollment, for additional information.

Student Information

Full Name:	<i>Student's Last Name</i>	<i>Student's First Name</i>	<i>M.I.</i>
Address:	<i>Street Address</i>	<i>Student Birth Date</i>	<i>Student ID #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>

Day Phone: _____ Evening Phone: _____
 Parent or Guardian's Name: _____ Email Address: _____

Current Jeffco School: _____

Requested Jeffco School: _____

Grade currently in: _____ Requested Program (if applicable) (IB, STEM, etc.): _____

Student's School of Residence: _____

Is the student enrolled in a Special Education Program? If yes, which program?
 Yes No _____

1. All transfer high school students must comply with all CHSAA (Colorado High School Activities Association) requirements and bylaws. A student who transfers from School A to School B without a bona fide family move will be ineligible for varsity competition in the first 50 percent of the maximum regular season contests allowed in any sport in which the student was a participant in the last twelve months. Other factors may also influence athletic eligibility.

Briefly state your reasons for requesting this transfer:

Principal Signature: _____ Date: _____

Student should remain in the current school until notification of approval is received.

School Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date application received: _____	Placement date: _____
	Distribute copies to: 1. Parent 2. Sending school principal 3. Receiving school principal	

ⁱ Per district policy JFBA, the choice process is run blind to the content of IEPs or other specialized learning plans. Offers of acceptance for all students are subject to the availability of space, staffing, and program capacity in the requested school. If a student with an IEP receives a conditional offer of acceptance, the school will review the student's IEP to ensure that the requested school has the programming, staff, and facilities available to meet the student's needs as set forth in the IEP. If not, the offer will be rescinded.