



### **Elementary In-District Transfer Request:**

Families with elementary school learners interested in pursuing an in-district transfer should complete the designated application form and submit it to their current school of residence. Acceptance of applications is contingent upon space availability at both the requested school and the assigned school and is not guaranteed on an annual basis. Families will be responsible for providing transportation to and from the requested school for the duration of the in-district transfer.

New in-district transfer requests must be submitted by August 1st for the upcoming school year. Any requests received after August 1st but before the first day of school may be considered on a case-by-case basis by the learner's home school and the requested school's principal.

Families will receive notification regarding the status of their application no later than August 15th. It's important to note that an in-district transfer application is valid for one school year, and individuals must resubmit their application by May 1st of the following school year.