



Administrative Transfer Application Instructions

This form is to be completed when a parent or guardian wants to request that their student move from one DPS school to another after the Second Round of SchoolChoice has ended.

Do not use this form if:

- You have recently moved to a new address in Denver and wish to enroll your child in a new school based on your new address.
- DPS SchoolChoice is still open.
- Your student is already on a waitlist for the school you want to attend, and it is not yet October 1.
- Your student is in ECE.

General Information

- An Administrative Transfer may be initiated by the parent or guardian after the Second Round of SchoolChoice ends.
- Administrative Transfers will only be considered when **exceptional circumstances exist**. On this form, you must show genuine need for a transfer, meaning an **extreme hardship or other rare extenuating circumstances**.
- Administrative transfers are not an alternative to the SchoolChoice process.
- Research indicates that continuity in a school is a factor that affects achievement. Therefore, transfers during the school year are **strongly discouraged and are NOT frequently granted**.
- If the transfer is approved, **transportation is the responsibility of the parent/guardian**.
- Be sure to consider whether a transfer will impact your child's ability to participate in athletics, extracurricular activities, or Discovery Link. Do not assume that every school has the same access to all programming.
- An approval for one child does not guarantee approval for siblings.

Parent/Guardian Instructions

1. Please fill out the attached Administrative Transfer Application. If you need assistance completing this form, request assistance from your school.
2. Include a list of your top three choices for a new school on the form. Rank them in your order of preference.
3. Submit this form to your child's current school.
4. The school will submit this form to Enrollment Services, along with any information the school can provide about the need for a transfer. Enrollment services will determine if there are exceptional circumstances and whether there is school capacity and classroom space at the requested schools.
5. A final decision to accept or deny the transfer will be made by the DPS Office of Enrollment Services.
6. A separate application must be completed for each child in the family who seeks a transfer.

DENVER PUBLIC SCHOOLS

APPLICATION FOR ADMINISTRATIVE TRANSFER

Please read the attached instructions before completing this application.

Student ID #: _____

Student Name: _____

Date of Birth: _____ Current Grade: _____

School your child is currently attending: _____

List your top three choices for a new school—first choice as #1, second choice as #2, etc.

1. _____

2. _____

3. _____

(This section is required) Thoroughly state your reason(s) for requesting this transfer. Please provide as much information as possible. Please use the back of the page if you need more room. You must demonstrate a need for a school transfer outside of the SchoolChoice process; include all details that show there are exceptional circumstances that require a school transfer here.

Parent/Guardian Name: _____

Address: _____

Daytime phone number: _____

- Check here if we can text you at this number.

Email: _____

The best way to reach me is: _____.

I understand that my child must continue to attend his/her current school until notification of transfer approval is received, as required by law.

Parent/Guardian Signature*

Date

**By signing on this line using the e-signature format (/John T. Smith/), I certify that I am the parent/guardian for the above listed student and am agreeing to use an electronic signature.*