



Administrative Transfer Application

- **Required** every time a student wants to move from one DPS school to another after August 31 if the student has not moved from one neighborhood boundary or enrollment zone to another, is not on a SchoolChoice waitlist from Round 1 or Round 2, or is not working with the DPS Transitions/ Homeless/Foster Placement teams.
- To be completed only by parents/guardians of students who wish to transfer to another DPS school.

General Information

- The Administrative Transfer process is available for parents/guardians to request for students to change schools during the course of the school year. Transfer approval is based on **demonstration of genuine need** and the ability for the requested school to serve the student safely. Genuine need is defined as 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**.
- Transportation is the responsibility of the parent/guardian.
- An approval for one child does not guarantee approval for siblings.

Parent/Guardian Information

The procedures below apply to all administrative transfer requests.

- Please fill out the attached Administrative Transfer Application and submit it to your child's current school.
- You will be contacted to meet with the principal of your child's current school to discuss your reasons for the transfer request and to explore other options.
- The principal of your child's current school will fully consider your application, secure any necessary documentation, and will then make a recommendation for approval/denial. Regardless of his/her recommendation, your child's principal will forward the application to the principal at your requested school, who will also make a recommendation for

Parent/Guardian Name: _____

Address: _____

Daytime phone number: _____

I understand that my child must continue to attend his/her current school until notification of transfer approval is received. Failure to attend current school until official approval could impact transfer decision and may result in the filing of truancy in Denver District Court under the Colorado Compulsory School Attendance Law C.R.S. 22-33-104.

*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 of _____ ----- _____ and am agreeing to use an electronic signature.*