

# In-District Transfer Application Form

Deadline: January 15, 2018



Assigned Resident School \_\_\_\_\_ 1<sup>st</sup> Choice Requested Transfer School \_\_\_\_\_

2<sup>nd</sup> Choice Requested Transfer School \_\_\_\_\_ 3<sup>rd</sup> Choice Requested Transfer School \_\_\_\_\_

~ Note: Only list schools you would accept if offered ~

Student Name (Last, First, M.I.) \_\_\_\_\_

Birthdate \_\_\_\_\_

Next Year Grade \_\_\_\_\_

Current Grade \_\_\_\_\_

Student Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Parent/Guardian Name (Last, First, M.I.) \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

☐ I have other children already enrolled in the requested school. Name(s)/Grade(s) \_\_\_\_\_

☐ I am a staff member at Anoka-Hennepin. Building assignment \_\_\_\_\_

*For program planning purposes only. These questions are not used for determining application approval.*

Current Special Education Services? \_\_\_\_ Yes \_\_\_\_ No

Current English Second Language Services (ESL)? \_\_\_\_ Yes \_\_\_\_ No

## Select One (if applicable):

- ☐ I have submitted applications for multiple students for this school. Approve each application separately as space permits.
- ☐ I have submitted applications for multiple students for this school. Only approve an application if there is space available for all requests for my family at this school.

**Due Date:** Applications must be received in Information Services, Anoka-Hennepin Educational Services Center and postmarked no later than January 15, 2018 for consideration for the next school year.

- Letters notifying parents of decisions will be postmarked by February 15, 2018.
- If applying for a Specialty School or program through the North West Suburban Integration School District (NWSISD), the deadline to complete their online application is December 30, 2017. Acceptance through NWSISD supersedes an application to the regular site of the same school in the Anoka-Hennepin school district (*Ex. If approved for Blaine CEMS, acceptance is approved by NWSISD for program only, not regular site. You can only apply for one or the other*).
- Parents must confirm commitment by March 1, 2018. The transfer may be denied if the commitment response is not postmarked by March 1, 2018.
- Transportation of the student shall be the responsibility of the parent, guardian, or student. Students must arrive and be picked up from school on time. If space is available on a bus traveling to the school, the student may be picked up at a scheduled stop and ride this bus to the school.
- Students will be allowed to transfer to another school only if space is available.
- Once a student is accepted for an in-district school transfer in elementary or middle school he/she must return to his/her attendance area for the next level (i.e. middle school or high school). However, the student may once again apply for an In-District transfer to a middle school or high school. There is no guaranteed transfer to a school outside the student's attendance assigned school. Letters with the new school assignments will be mailed to all currently enrolled 5<sup>th</sup> & 8<sup>th</sup> graders in mid-December.
- Transfer and residence issues are governed by Minnesota State High School League Bylaw 111. There are many intricacies and nuances to the transfer rule, and they are periodically subject to adjustment. To insure that you get the most accurate information in this area, please contact the Activities Director at your prospective new school.
- Application for transfer may be denied based on a student's discipline history.

Questions should be directed to Information Services, 763-506-1030.

## Mail completed applications to:

Information Services  
Anoka-Hennepin Educational Services Center  
2727 N Ferry St  
Anoka, MN 55303