



## Office of Enrollment and Options Transfer Application

### Instructions

Complete this form to request a one-year transfer from your child's assigned neighborhood school to another IPS neighborhood school. IPS grants special transfers for one year in the following circumstances:

1. *Health or Medical Transfers* – IPS grants transfers based solely on the health or medical conditions of the student. The IPS Administrative Coordinator for Nursing Services reserves the right to determine which school to transfer the student to if more than one school offers the services required.
2. *Child Care Transfers* – IPS grants transfers for parents/guardians who work or attend school outside of the home and are unavailable to see the student(s) on or off the bus before and after school. Parents/guardians should make a reasonable effort to locate a child care provider in their school neighborhood area. If the only available child care provider is located in another neighborhood boundary, families can apply for entry into the school in the child care provider's neighborhood for grades K-8. Please note: transportation must pick up and drop off a student at the same location; different pick up and drop off locations are not permitted.
3. *Safety and Security Transfers* – IPS grants transfers in the case of student safety issues.
4. *Employee Transfers* – IPS employees may request to transfer their grade-appropriate child(ren) to the school at which they are currently employed. Please note: transportation will not be provided for Employee Transfers.

*ALL OTHER REQUESTS* – IPS grants transfers for all other reasons based on availability at the requested school. These transfers will be evaluated on an ongoing basis. Please note: transportation will not be provided for these transfer requests.

APPLY ONLINE: [INSERT WEBSITE ADDRESS]

### Student/Family Information

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current School Assignment: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Information and Required Documents

Please complete one of the boxes on the following page and collect the required documentation to submit with your Transfer Application.

**Health or Medical Transfer**

Required Documentation (one from each category required)

- Medical certification on a licensed physician's letterhead including:
  - A description of the nature of the student's medical issue;
  - The type of service or facility recommended;
  - The reason(s) for recommending the type of service of facility; and
  - The physician's signature, phone number and address
- Proof of Parent/Guardian ID (Photo ID)

School Requested: \_\_\_\_\_

Additional Information (not included on medical certification): \_\_\_\_\_  
\_\_\_\_\_**Child Care Transfer**

Required Documentation (one from each category required)

- Proof of student enrollment in child care provider (enrollment form, tuition invoice or signed letter from child care provider including child's name and provider's name, address and phone number)
- Proof of employment (current pay stub or letter from employer), full time school enrollment (current schedule), or Impact Program participation (Impact Self-Sufficiency plan)
- Proof of Parent/Guardian ID (Photo ID)

School Requested: \_\_\_\_\_

Child Care Name: \_\_\_\_\_ Child Care Phone: \_\_\_\_\_

Child Care Address: \_\_\_\_\_  
Street City State Zip

Employer Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip**Safety and Security**

Required Documentation (one from each category required)

- Supporting documentation (police reports, physician's report, prosecutor's letters, principal's letter or other applicable documentation)
- Proof of Parent/Guardian ID (Photo ID)

School Requested: \_\_\_\_\_

Reason for Requesting Transfer: \_\_\_\_\_

Additional Information (not included in supporting documents): \_\_\_\_\_  
\_\_\_\_\_**Employee Transfers**

Required Documentation (one from each category required)

- Proof of Employment (current pay stub with school assignment, principal letter or HR letter)
- Proof of Parent/Guardian ID (Photo ID)

School Requested: \_\_\_\_\_ Employee (guardian) Name: \_\_\_\_\_

Employee (guardian) Work Location: \_\_\_\_\_ Title: \_\_\_\_\_