

**NOT VALID  
AFTER  
January 15, 2019**

**Application Forms for Change in School Assignment  
Elementary and Middle School Special Open In-District Transfer  
December 1, 2018 thru January 15, 2019**

**2019-2020  
School Year  
Only**

**Form to be used by resident students requesting assignment to a District school outside their attendance area/zone.**

**Select one school then grade (where applicable):**

*Elementary School*

<input type="checkbox"/> Brooks	<input type="checkbox"/> Cedar Grove <input type="checkbox"/> Kindergarten <input type="checkbox"/> 2 <sup>nd</sup> Grade <input type="checkbox"/> 3 <sup>rd</sup> Grade <input type="checkbox"/> 4 <sup>th</sup> Grade <input type="checkbox"/> 5 <sup>th</sup> Grade	<input type="checkbox"/> Crossroads	<input type="checkbox"/> Freedom	<input type="checkbox"/> Maryville
<input type="checkbox"/> Nichols <input type="checkbox"/> 2 <sup>nd</sup> Grade	<input type="checkbox"/> Overdale <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 <sup>st</sup> Grade <input type="checkbox"/> 2 <sup>nd</sup> Grade <input type="checkbox"/> 3 <sup>rd</sup> Grade <input type="checkbox"/> 4 <sup>th</sup> Grade			

*Middle School*

<input type="checkbox"/> Bernheim	<input type="checkbox"/> Bullitt Lick	<input type="checkbox"/> Hebron	<input type="checkbox"/> Mt. Washington	<input type="checkbox"/> Zoneton
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Student's Name \_\_\_\_\_  
*Last First Middle Initial*

Home Address \_\_\_\_\_ Phone # \_\_\_\_\_  
*Street City/State/ZIP*

School Assignment (based upon current address) \_\_\_\_\_

Present School \_\_\_\_\_ Present Grade \_\_\_\_\_

Requested School \_\_\_\_\_ For School Year 2019-2020 Grade \_\_\_\_\_

Reason for transfer request (Please use the back of the application if additional space is required):  
\_\_\_\_\_  
\_\_\_\_\_

**Notice**

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-laws
2. Requests for changes in assignment for middle school students are considered incomplete until class scheduling information has been submitted to the prospective school.

**I UNDERSTAND THAT, IF APPROVED, THIS CHANGE IN ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.**

\_\_\_\_\_  
*Print Parent/Guardian's Name*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

At the school level, this application has been:     approved     denied, reason \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**To be completed by Central Office Personnel**

Application:     Approved     Denied

Parent/Guardian shall be notified by mail of decision regarding transfer application.

School Principals shall receive a report containing a list of all students transferring in or out of their school.

\_\_\_\_\_  
*Superintendent/Designee's Signature*

\_\_\_\_\_  
*Date*

Non-compliance with academic, attendance, or discipline requirements may result in forfeiture of future transfers or a return of the student to his/her school of residence. Once granted a transfer to an open school, parents may make application for their child to attend that school subsequent school years in accordance with Board Policy beginning April 15, 2020.