



School District of Monroe

Elementary School Building Request/Transfer Form

The School District of Monroe will follow policy JECC when reviewing student building requests/transfers.

First Name: _____ Middle Initial: _____ Last Name: _____

Grade (Current School Year): _____ Current School: _____ Requested School: _____

Parent/Guardian Name: _____ Parent/Guardian Home Phone: _____

Parent/Guardian Address: _____ Parent/Guardian Cell Phone: _____

Reason for Request:

The School District of Monroe reserves the right to verify any request information. Please include all supporting contact information.

Child Care

Child Care Provider's Name: _____ Child Care Provider's Phone Number: _____

Child Care Provider's Address: _____

Reason: _____

Employment

1st Parent/Guardian Place of Employment: _____ Employer Phone Number: _____

2nd Parent/Guardian Place of Employment: _____ Employer Phone Number: _____

Reason: _____

Address Change/Move (Please include documentation/proof of new address.)

Previous Address: _____

Current Address: _____

Reason: _____

Other (Please explain in the box below)

Parent/Guardian Agreement (Please read carefully)

I understand that if this transfer is approved, it is granted for one school year. A new transfer request must be submitted each year. Requests will be reviewed and renewed annually based on class/grade level sizes not exceeding District guidelines. I understand that transportation is the sole responsibility of the parent/guardian if the residence is located within another school's designated area.

Requests will not be reviewed until the end of July.

By checking the box to the left, as the parent/guardian of the student above, I agree to the terms of the transfer request and have provided accurate information.

This completed request/transfer form must be submitted to the District Enrollment Office. **Date of Request** (MM/DD/YY): _____

Parent/Guardian Signature: _____ **Relationship to the Child:** _____

----- DO NOT WRITE BELOW THIS LINE -----

Approved

Not Approved

Principal Signature: _____ Date: _____

Comments: