

# Oklahoma City Public Schools

## DISTRICT TRANSFER APPLICATION

1. Transfer from one OKCPS school to another, form signed by principal goes in student cumulative folder.
2. Transfer into OKCPS from another district, submit form signed by principal to Student Services at 1201 NE 48th Street.

**Student Information**

<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Date of Birth</i>
<i>Address</i>		<i>Phone Number</i>	
<i>City, State, Zip Code</i>	<i>Current Grade</i>	<i>School District of Residence</i>	

Requesting Transfer for (choose one):

From one OKCPS school to \_\_\_\_\_ School

From outside OKCPS for this school year

From outside OKCPS for next school year

This student has an IEP and receives Special Services:     Yes     No

We are requesting this transfer because:

**Parent Information**

<i>First</i>	<i>Last</i>	<i>email address</i>
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As the parent or legal guardian, I have read and understand the transfer process on page 1 of this document regarding approvals, denials, and cancellations.

- I have answered these questions fully and truthfully and understand falsifying information will result immediate withdrawal from the transfer school and my child's return to resident school.
- If I withdraw this application after approval, I will notify the Principal and Student Services of this transfer cancellation.
- If requested, I will provide copy of the student's enrollment, attendance, and discipline history from the student's current school.

<i>Parent Signature</i>	<i>Date</i>
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**School Principal - verifies information and approves/denies transfer**

Y N Student is actively enrolled in \_\_\_\_\_ school.

Y N Student is in good standing with attendance.

Y N Student is in good standing with behavior.

Y N Student is currently suspended and is seeking a transfer to an OKCPS specialty, enterprise, or OKCPS specialty, enterprise, or charter school.

Y N Student has voluntarily withdrawn for acts of violence or reckless disregard for others, and is seeking a transfer to an charter school.

Y N Student has an IEP. If Yes, Special Services Director signature required for approval. Attach a copy of IEP and forward to Special Services

<i>Special Services Director Signature</i>	<i>Date</i>
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This request for transfer has been:     Approved     Denied

<i>Principal Printed Name</i>	<i>Principal Signature</i>	<i>Date</i>
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