

**FAYETTE COUNTY SCHOOL CORPORATION  
Elementary Transfer Request Form**

Date \_\_\_\_\_

Fayette County School Corporation  
Assistant Superintendent  
1401 Spartan Drive  
Connersville, IN. 47331

**ALL INFORMATION MUST BE COMPLETE AND  
ACCURATE OR TRANSFER WILL NOT BE  
CONSIDERED**

To Whom It May Concern,

I am requesting a transfer of my child(ren) to another school for the following reasons as stated in FCSC Policy 5.09:

- Child care
- Family hardship\*
- Special needs of the student\*

\*Must explain: \_\_\_\_\_

1. Name(s) and grade level(s) of child(ren) to be transferred (grade levels for the school year of \_\_\_\_\_)

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2. Parent/Guardian Names: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Place of employment for Dad/Guardian: \_\_\_\_\_

Place of employment for Mom/Guardian: \_\_\_\_\_

3. Babysitter/Daycare Name: \_\_\_\_\_ Relationship (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Sitter/Daycare Signature: \_\_\_\_\_

By signing you are attesting to the fact that you are indeed the sitter/daycare provider for the above mentioned student(s). You are required to complete a Daycare/Professional Childcare Provider form.

4. Elementary school district where family lives: \_\_\_\_\_

5. Elementary school district you want your child to attend (per FCSC Policy 5.09): \_\_\_\_\_

I understand that any changes in the above information should be reported to the school office immediately. This transfer is valid only if you are living at the above address. You must reapply if you move. If the transfer is approved, it is the parent's/guardian's responsibility to provide arrangements for transportation to and from school. I understand that this is for the \_\_\_\_\_ school year only.

\_\_\_\_\_  
Signature of Parent/Guardian

FCSC Policy 5.09 can be viewed on our website [fayettein.schooldesk.net](http://fayettein.schooldesk.net) under the Administration dropdown, Board of School Trustees

|                              |                   |                 |
|------------------------------|-------------------|-----------------|
| <b>FOR OFFICE USE ONLY</b>   |                   |                 |
| Date request received: _____ | _____             | Signature _____ |
| _____ Approved               | _____ Disapproved |                 |