

Administrative Transfer Application

- → **Required** every time a student wants to move from one DPS school to another after August 31 if the student has not moved from one neighborhood boundary or enrollment zone to another, is not on a SchoolChoice waitlist from Round 1 or Round 2, or is not working with the DPS Transitions/ Homeless/Foster Placement teams.
- → To be completed only by parents/guardians of students who wish to transfer to another DPS school.

General Information

- The Administrative Transfer process is available for parents/guardians to request for students to change schools during the course of the school year. Transfer approval is based on **demonstration of genuine need** and the ability for the requested school to serve the student safely. Genuine need is defined as extreme hardship or other rare extenuating circumstances. Administrative transfers are not an alternative to the SchoolChoice process.
- Research indicates that continuity in a school is a factor that affects achievement.
 Therefore, transfers during the school year are strongly discouraged and are NOT frequently granted.
- Transportation is the responsibility of the parent/guardian.
- An approval for one child does not guarantee approval for siblings.

Parent/Guardian Information

The procedures below apply to all administrative transfer requests.

- Please fill out the attached Administrative Transfer Application and submit it to your child's current school.
- You will be contacted to meet with the principal of your child's current school to discuss your reasons for the transfer request and to explore other options.
- The principal of your child's current school will fully consider your application, secure any necessary documentation, and will then make a recommendation for approval/denial. Regardless of his/her recommendation, your child's principal will forward the application to the principal at your requested school, who will also make a recommendation for

- approval/denial. A discussion between the two principals will determine the outcome of the transfer request.
- School capacity, classroom space, attendance concerns, potential peer conflict, and the reasons for the proposed transfer will all be considered in the disposition of the request.
- The recommendations of the principals will be reviewed based on the demonstration of extreme hardship or other rare extenuating circumstances. A final decision regarding the disposition of the request will be made by the DPS Office of Choice and Enrollment Services.
- You will be notified of the final decision as soon as possible by your child's current school.
- If your administrative transfer request is denied, you may request a formal review.

DENVER PUBLIC SCHOOLS APPLICATION FOR ADMINISTRATIVE TRANSFER

Please read the attached instructions before completing this application.

A separate application must be completed for each child in the family who seeks a transfer.

Student ID #:		
Student Name:		
(Last)	(First)	
Date of Birth:	Current Grade:	
School your child is currentl	y attending:	
	oroughly state your reason(s) for requesting this transfer. tion as possible. Please use the back of the page if you ne	

Parent/Guardian Name:	
Address:	
Daytime phone number:	
I understand that my child must continue to attend his/he transfer approval is received. Failure to attend current sch transfer decision and may result in the filing of truancy in Colorado Compulsory School Attendance Law C.R.S. 22-33	ool until official approval could impact Denver District Court under the
Parent/Guardian Signature*	
*By signing on this line using the e-signature format (/Joh	
parent/guardian of	and am
agreeing to use an electronic signature.	