



## DISTRICT 15 INTRA-DISTRICT TRANSFER REQUEST 2024-25 School Year

Intra-district transfer requests must be received via U.S. mail to the D15 Intra-District Transfer Committee, 580 N. 1st Bank Drive, Palatine, IL 60067, or dropped off in person to the receptionist at this address between **May 1–June 28, 2024**, for consideration for the 2024-25 school year.

Student Information (Student(s) must be registered in District 15 in order to apply)				
First Name:	Last Name:	Grade for 2024-25:	I.D. #:	
1)				
2)				
3)				
4)				
Demographic Information				
Address:		City:	Zip:	
Parent/Guardian name:		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
Home Phone:		Cell Phone:	Work Phone:	
Intra-District Transfer Request				
Requesting <b>transfer from</b> (home school):			Requesting <b>transfer to</b> (receiving school):	
Reason for Transfer Request				
Student:		Reason: ( <b>choose one</b> reason for each student listed above)		
1	2	3	4	
				#1: <b>Sibling in Special Education.</b> Student's sibling is in a self-contained special education program at another school (not home school assignment).
				#2: <b>A compelling safety, mental, or physical health condition exists for the student at their home school.</b> <i>Current* documentation from school administration, certified medical personnel, and/or mental health personnel must accompany transfer requests in this category (*documents must be dated within a calendar year of this request).</i>
				#3: <b>Student will be in the final year at the school (i.e., 5th or 8th grade)</b>
				#4: <b>Other</b> (please attach a detailed explanation for the transfer request)
Parent/Guardian Terms of Agreement				
I understand and accept the below terms associated with the intra-district transfer request that I have made on behalf of my child:				
<ul style="list-style-type: none"> <li>● <b>I understand that, in the event that my request is approved, paid transportation by the District will not be available, and I am responsible for transporting my child to and from school.</b></li> <li>● UNTIL notified by the D15 Intra-District Transfer Committee, this request is NOT approved and I must register my child in the home attendance area school.</li> <li>● I will provide proof of <a href="#">residency</a> in the assigned school.</li> <li>● Due to enrollment changes that take place throughout the year and into the summer months, I will more than likely not be notified of the D15 Intra-District Transfer Committee's decision until a week or two before the start of the school year.</li> <li>● My request will more than likely not be approved if doing so will exceed class-size targets established by either the state of Illinois and/or the District 15 Board of Education.</li> <li>● My transfer request will not be approved in the event that it will require the district to hire additional staff.</li> <li>● If this transfer request is approved, it is only valid for one (1) school year and that I will need to make a similar request each year thereafter.</li> <li>● An approved transfer may be rescinded and future requests not approved by the D15 Intra-District Transfer Committee in the event that:               <ul style="list-style-type: none"> <li>○ My child engages in misconduct that is disruptive to the educational environment.</li> <li>○ My child demonstrates a pattern of unexcused tardiness or absences.</li> <li>○ My child does not maintain good academic standing.</li> <li>○ My conduct toward staff, administration, other parents, and students is not respectful, appropriate or is disruptive pursuant to Board of Education Policy 8:30 (Visitors to and Conduct on District Property).</li> <li>○ I elect not to respond to or meaningfully participate in required meetings that staff and/or administration have invited me to attend on behalf of my child.</li> <li>○ Other relevant reasons exist as determined by the D15 Intra-District Transfer Committee.</li> </ul> </li> </ul>				
<b>Parent/Guardian Signature*:</b>			<b>Date:</b>	
*Requests that do not have a parent signature in this area will be considered incomplete and will not be reviewed by the D15 Intra-District Transfer Committee.				
For District Use Only				
Final Decision:    Approved    Denied		Date of decision by the D15 Intra-District Transfer Committee:		
Reason(s) for Denial:				
The D15 Intra-District Transfer Committee will provide a copy of the completed request form to each principal once finalized.    D15TransferRequest-2024-25-ENG				