# Intradistrict Transfer Request Form

Pursuant to Iowa Code 279.82, established by 2023 Iowa Acts, chapter 91

## Notice of Intent to Enroll Student(s) in Another District Attendance Center

**School Year\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Submitted by\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Student Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | Last Name | Birth Date | Grade | Does the student have an IEP? |
|  |  |  |  |  |

**Current Attendance Center\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Attendance Center\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Parent/Guardian Acknowledgements\*

\*In submitting this notice of intent, I understand that there are requirements that have to be met and I acknowledge that the following conditions have been met by checking each applicable box.

| ✔ | Acknowledgement |
| --- | --- |
| ☐ | 1. I have been notified by the school district in accordance with Iowa Code 279.82 that my student has been harassed or bullied (as defined by [Iowa Code 280.28](https://www.legis.iowa.gov/docs/code/280.28.pdf)) by another student. Notification by the school district shall maintain compliance with the [Family Educational Rights and Privacy Act](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (FERPA, 20 U.S.C. 1232g, and any regulations pursuant to that Act.). |
| ☐ | 1. The School district must determine the following and may deny this request if any or all of these conditions are not met: 2. The student has been bullied or harassed as defined by [Iowa Code 280.28](https://www.legis.iowa.gov/docs/code/280.28.pdf). 3. The requested attendance center offers classes at the student’s grade level. 4. The requested attendance center has sufficient classroom space (as determined by the local board of directors of the school district according to policies established by the local board). |
| ☐ | 1. If applicable, and my student has an Individualized Education Plan (IEP), the district shall only allow the transfer to another attendance center if all of the following conditions are met: 2. There will be a special education instructional program appropriate to meet the student’s needs. 3. The enrollment of the student would not cause the size of the class or caseload in that special education instructional program to exceed the maximum class size or caseload established pursuant to rules adopted by the State Board of Education [281.41.84(1) and 41.84(2).](https://www.legis.iowa.gov/DOCS/ACO/GNAC/iacpdf(9-8-99)/iac/281iac/28141/28141.pdf) 4. If the student would be assigned to a general education classroom(s), there is sufficient classroom space in the classroom(s) to which the student would be assigned. |
| ☐ | 1. A request is for a period of not less than a year. I understand that I may withdraw this request at any time and the student may return to the original attendance center as long as I notify the school district, in writing, of the decision to enroll my child in the original attendance center. |
| ☐ | 1. If my student has been suspended or expelled in the school district, my student shall not be permitted to transfer until they have been reinstated. Once the student has been reinstated they shall be permitted to transfer in the same manner as other students. (Note: if a student applies for reinstatement and is not reinstated, the school district may deny the request to transfer). |
| ☐ | 1. If applicable, my student will be immediately eligible for varsity interscholastic athletic contests and athletic competitions as a member of a team from the receiving attendance center. |
| ☐ | 1. If the request is granted, the school district shall transmit a copy of the completed form to me within five days. |
| ☐ | 1. If this request is denied, I may appeal to the local board of directors of the school district. |

Local School Board Policies may approve transfers for reasons in addition to these. (Add the relevant policies here.)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## District Information submission and processing

\*Provide local procedure for parent/guardian on submitting this request including approval process, contact, relevant definitions and anticipated timelines.

## For District Office Use Only

Decision on Intent to Transfer Request: \_\_\_\_\_\_\_ Allowed \_\_\_\_\_\_\_ Denied

If denied, explain reason for decision:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_