

# APPLICATION FOR NEIGHBORHOOD SCHOOL TRANSFER

**Tulsa Public Schools**

**2018-2019**

Return completed application in person to: Tulsa Public Schools Enrollment Center, 2918 S. New Haven Ave, Accountability Office

**Applications are due by 4 pm April 27 and July 17, 2018**

**Applications must have the following attachments:**

- State issued photo ID of parent/guardian
- Current proof of address-for current and new students (utility bill, lease, mortgage)
  - o must match parent/guardian name on application and student data base (if applicable)
  - o Must be dated within the last 30-45 days-

**Neighborhood school transfers for the 2018-2019 school year will be approved based on available capacity of the requested school in the requested grade.**

**Neighborhood school transfers are not available to the following schools:**

**Elementary: Dual Language, Eisenhower, Mayo, and Zarrow      Middle/Junior High: Carver, Monroe, Rogers and Thoreau**

**High Schools: Rogers and Booker T. Washington**

**I am requesting a transfer to :** \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade for 2018-2019 \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 (must provide current proof of address)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Parent's Name \_\_\_\_\_ Work Number (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

Current School \_\_\_\_\_ Assigned School for 2018-2019 \_\_\_\_\_  
 (Your "assigned school" is the school in whose attendance area you reside.)

Please check reason for request:     Child Care     Close to Work     Transportation     Moved     Academics

Sibling attends-please list sibling/siblings below

Name (First Last):	Date of Birth:	School:	Grade:
Name (First Last):	Date of Birth:	School:	Grade:

**Transfers at the elementary level are limited to one in the primary grades (K-2) and one in grades (3-5/6). The transfer option may be exercised only once at the junior/middle and high school level.** Approval of a transfer does not automatically make a student eligible to participate in athletics. Questions about athletic eligibility should be directed to the Athletic Office, 918-746-6454. ***Students are expected to remain in the school to which they transfer for at least one semester.*** Falsifying information to gain entrance into a school may void your child's eligibility to attend that school. ***Neighborhood transfers do not include bus transportation. Students must follow the attendance procedures as stated in Board Policy 2204 and 2204-R or this transfer can be rescinded. Do NOT turn the application into the school.*** School personnel cannot turn in a student's application. Incomplete applications will NOT be processed. Once a student has accepted the approved transfer they must attend the accepted school or attend their neighborhood school.

I have read and understand the transfer information.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Do not turn the application into the school**

Do Not Write Below This Line

School Code \_\_\_\_\_ Transfer Reason \_\_\_\_\_  
 Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Application Received \_\_\_\_\_  
 No Space Available \_\_\_\_\_

Application received by: \_\_\_\_\_

Already had one transfer \_\_\_\_\_