

THE SCHOOL BOARD OF NASSAU COUNTY
**STUDENT REQUEST FOR TRANSFER
FROM OUT-OF-COUNTY OR OUT-OF-STATE**
(Must be completed by Parent/Guardian)

Date approved by Board

- This request requires Board approval and should be submitted to the Executive Director of Administrative Services fourteen (14) days prior to a Board meeting (Board meets 2nd and 4th Thursdays except in June, July, November and December). After initial evaluation at the district level, the request will then be reviewed by the receiving Principal. If approved by the receiving Principal, the request will be sent to the Superintendent for recommendation to the Board.
- **A request is good for one school year only.** A request for the next year is due by the first week of February. Requests submitted after this date may not be accepted. A separate request must be completed for each student.
- Each request must have attached: Student's Attendance, Academic, and Disciplinary Records from the current and previous school year. A report card will be sufficient if it contains the required elements.
- A student transferring from another Florida county must obtain a letter of release from the student's resident county school district. The student's resident county is defined as the location of the home of the student's parent or legal guardian. This letter must be received by the Superintendent before the transfer is placed on the Board agenda.
- Out-of-County/State transfer requests for the next school year will be processed during the summer before the new school year, pending space at the requested school. Transfers are not effective until board approved.
- **Bus transportation is not provided for students attending school from out of Nassau County.**

Name of Student _____
(Last) (First) (Middle)

Age _____ Date of Birth _____ / _____ / _____ Grade _____

Name of Last School Attended _____

School Address _____

Telephone No. _____ Principal _____

Request to transfer to which School _____

School Year for which Request is Made _____ - _____

Reason for Transfer Request _____

Signature: **Parent/Guardian** _____

_____ Date

Parent/Guardian Name (Printed) _____

_____ Telephone Number

Student P.O. Box and Street Address _____

City, State, Zip Code _____

Approved by Receiving Principal Yes () No ()

Signature: **Receiving Principal** _____

_____ Date

Section A – To be completed by Parent /Guardian

Parent/Guardian should read this entire section before signing.

It is the parent/guardian’s responsibility to provide transportation for students attending school outside their assigned attendance areas. Attendance issues related to transportation such as lateness to school or absences due to lack of transportation will be sufficient reason for terminating permission to attend a school outside the assigned attendance area. You must completely understand and agree with this section before signing.

Who will provide transportation for the student? _____

Should the school need to contact the parent/guardian, current contact telephone numbers and address(es) must be on file at all times.

School attendance in the requested attendance area may be revoked by action of the School Board upon request by the Principal and recommendation by the Superintendent. Such action will be for good and sufficient reasons including, but not limited to, over-enrollment at the school, poor student attendance, student tardiness, or student conduct as determined by the Board.

For students transferring from out-of-county: I understand that a student transferring from another Florida county must submit a new application each year and must obtain a letter of release from the student’s resident county school district annually. I also understand that if this letter is not received by the Nassau County School District prior to my child’s enrollment in the Nassau County School District each year, the lack of such document is sufficient reason for discontinuing my child’s enrollment at the requested school.

For students transferring from out-of-state, a \$50.00 annual tuition fee is required, and must be submitted with this application. I understand that the application and tuition fee are required annually for continued enrollment in Nassau County Schools.

\$50.00 Out-Of-State Fee Attached: Yes ()

This request is good for one school year only.

Signature: Parent/Guardian

Section B – To be completed by Principal before Board approval.

I have verified the student’s standing in the previous school. () Yes () No*

I have confirmed that this student is not suspended, expelled, nor assigned to a disciplinary alternative program at the previous school. () Yes () No*

I have confirmed with the parent that the student has transportation to school and that the parent understands attendance issues may be sufficient cause to request revocation of this transfer. () Yes () No*

*If no, please explain: _____

Signature: Principal