

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

Date approved by Board
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- This request requires Board approval and must be in the office of the Executive Director of Administrative Services eleven (11) days prior to a Board meeting (Board meets 2<sup>nd</sup> and 4<sup>th</sup> Thursdays except in June, July, November and December).
- An in-county transfer to a school may continue, with the Principal's approval, for the time during which a student remains in that school. A new request is needed when a student moves from one school to another, for example, from elementary to middle school. When moving to a new school, 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.
- The parent must obtain approval from the Receiving Principal before notifying the Releasing Principal. It is the Principal's responsibility to verify the student's standing in the previous school before submitting this request to the County Office.
- **Bus transportation is not provided for students attending school outside their assigned attendance areas.**

Name of Student \_\_\_\_\_  
(Last) (First) (Middle)  
Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Grade \_\_\_\_\_

**Request to transfer to which School** \_\_\_\_\_

School Year for which Request is Made \_\_\_\_\_ - \_\_\_\_\_

Name of Last School Attended \_\_\_\_\_

School Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Principal \_\_\_\_\_

Reason for Transfer Request **SPORTS ONLY** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Student Mailing and Street Address(es) – give both if different \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

**Approved by Receiving Principal:** Yes ( ) No ( )

Signature: **Receiving Principal** \_\_\_\_\_ Date \_\_\_\_\_

**Approved by Releasing Principal (Parent or Guardian)** Yes ( ) No ( )

Signature: **Releasing Principal (Parent Signature)** \_\_\_\_\_ 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? **Parent or Guardian** \_\_\_\_\_

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.

\_\_\_\_\_  
Signature: Parent/Guardian

## Section B – To be completed by Receiving Principal

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: **SPORTS ONLY** \_\_\_\_\_

\_\_\_\_\_  
Signature: Receiving Principal

**This form must be completed, signed by the receiving principal, and returned to Mrs. Purvis for School Board approval, [purviska@nassau.k12.fl.us](mailto:purviska@nassau.k12.fl.us). The use of this forms declares a home education student's participation in a sport at a NCSd public school differing from the home education student's zoned school.**