

Date Request Submitted: \_\_\_\_\_

**REQUEST FOR TRANSFER FROM NON-RESIDENT STUDENT**

Parents who live outside the Decatur County Community School Corporation and wish to have their child(ren) attend school in the Decatur County Community School Corporation must complete this form. This form, with the information requested, must be submitted to the Central Office.

**Transportation is not provided for non-resident students.**

**Deadline for new transfer request is August 1<sup>st</sup>.**

STUDENT NAME(S): \_\_\_\_\_

STUDENT(S) GRADE LEVEL (2024/2025 School Year): \_\_\_\_\_

PARENTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

HOME DISTRICT: \_\_\_\_\_

DISTRICT/SCHOOL LAST ATTENDED: \_\_\_\_\_

SCHOOL TO WHICH YOU WISH TO TRANSFER: \_\_\_\_\_

REASON FOR TRANSFER REQUEST: \_\_\_\_\_

(Attach additional pages if necessary)

**The following items must be submitted to the Central Office for transfer consideration.  
Current students do not need to include this information.**

- \_\_\_\_\_ Transcripts and/or copy of permanent record with history of grades
- \_\_\_\_\_ Standardized test scores
- \_\_\_\_\_ Documentation of student's behavior
- \_\_\_\_\_ Attendance record
- \_\_\_\_\_ Discipline records

Students who are currently enrolled in the Decatur County Community School District must reapply annually by April 1<sup>st</sup>. Approval will be based on the student's academic standing and discipline record through the current school year.

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

\_\_\_\_\_  
Date

The Decatur County Community Schools are open to students regardless of age, race, color, religious affiliation, national origin, creed or ancestry, gender, marital status, limited English proficiency, and/or disability.

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**DCCS Office Use Only**

- \_\_\_\_\_ Transfer Approved
- \_\_\_\_\_ Transfer Denied

Transfer District

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_