

**Middlebury Community Schools  
Student Transfer Request  
For School Year 2017-2018**

**Return this form to the Administrative Office:**

Attn: Dr. Robby Goodman  
56853 Northridge Drive,  
Middlebury, IN 46540

**PLEASE NOTE:**

- TRANSFERS ARE GRANTED FOR ONLY ONE YEAR AT A TIME: **YOU MUST RE-APPLY EACH SCHOOL YEAR**
- THE FIRST DAY 2017-18 TRANSFER REQUESTS WILL BE ACCEPTED IS **FEBRUARY 22, 2017.**
- **THE DEADLINE FOR SUBMITTING 2017-18 TRANSFER REQUESTS IS SEPT. 15, 2017.**
- REQUESTS WILL BE PROCESSED AS SOON AS SUBMITTED.
- REQUESTS RECEIVED AFTER **SEPTEMBER 15, 2017** WILL NOT BE CONSIDERED FOR TRANSFER.
- THERE IS **NO TUITION FEE** TO ATTEND FOR THE 2017-18 SCHOOL YEAR.

TODAY'S DATE: \_\_\_\_\_

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Home Phone Number: \_\_\_\_\_

Please provide daytime contact information below, in case we need to discuss this transfer request with you:

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School student is expected to attend based on your home address: \_\_\_\_\_

School student now attends (**in the LAST semester of 2016-17**) \_\_\_\_\_ Grade \_\_\_\_\_

School student wishes to attend as a transfer student in **2017-18** \_\_\_\_\_ Grade \_\_\_\_\_

Does the student have an IEP, or receive special education services? \_\_\_\_ YES \_\_\_\_ NO

Is either parent an employee of Middlebury Community Schools? \_\_\_\_ YES \_\_\_\_ NO

If YES, give name and workplace \_\_\_\_\_

Reason for requesting transfer: \_\_\_\_\_

**Regarding Transportation: MCS does not provide transportation across school boundaries. Students may be transported on MCS buses from their school to the Boys/Girls Club after school, but **may not utilize bus service to or from anywhere else in the district.** Kindergarten students are not eligible for Boys and Girls Club attendance.**

*I understand that, if approved, this transfer is conditional on my student maintaining satisfactory attendance and behavior.*

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE