



## Santa Rosa County School District Transfer Request Period April 12<sup>th</sup> – May 27<sup>th</sup>

Date: April 5, 2019

To: Parents & Guardians

Students may transfer to a school outside their residential zone with the approval of the School Board. The transfer request period for the 2019-20 school year is April 12 – May 27, 2019.

The **Request for Student Transfer form** (form 61-02-04) must be completed by a custodial parent or court-awarded guardian and cannot be accepted by the school board office prior to April 12<sup>th</sup>. A separate form must be completed for each child requesting a transfer. This form can either be accessed from the Santa Rosa School District website at <https://santarosa.k12.fl.us/choice/> or from the school office.

The parent/guardian is responsible for submitting the form to the Director of Elementary Education, April Martin, at the Douglas A. Dillon Administrative Center, 6032 Hwy 90, Milton, FL. The request will be presented to the Santa Rosa County School Board for action.

Requests for transfers under the Controlled Open Enrollment Plan are based solely on available space based on the capacity of the requested school. A transfer is not a matter of right and is granted at the discretion of the School Board. If the recommendation to the School Board is to deny the request for the transfer, the parent may address the School Board.

The Santa Rosa County School District is NOT responsible for the transportation of students whose request for transfer has been approved. Should you have any questions about the school transfer request period please contact the school board office, 983-5000.