



1200 Town Square - Shakopee, MN 55379

2020-21 Intra-District Transfer Request Form

Students are expected to attend the school designated for their attendance area. This form is used to request a different attendance area school.

Applications for intra-district transfers may be submitted until January 31 preceding the upcoming school year. After January 31, applications may still be submitted, but will receive limited consideration.

Student name: _____ Today's date: _____

Primary home address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Based upon our home address my student should attend: _____

I request that my student attend: _____

For school year: 2020-21 Grade level: _____ Requested start date: _____

Reason for the request:

- 8th grade student only: finish middle school academic career at current middle school
- Family move – continuation of enrollment at current building
- Childcare is located in a different attendance area school (applies to students grades kindergarten-5th grade)
Note: Be sure to complete an Alternate Address Transportation Application for transportation to/from childcare
Name and address of daycare: _____
- Other, please specify: _____

Transportation: (please select one option below)

(K-5th grade) 2020-21 school year for elementary school students:

- I understand that I am responsible for the transportation for my student to and from the requested school. I am aware that if attendance/tardiness becomes an issue, this request may be rescinded.

(6-8th grade) 2020-21 school year only for middle school students who qualify for transportation:

- 8th grade only: I request shuttle transportation for my 8th grade student to/from their attendance area middle school to the requested middle school.
- 6th or 7th grades only: As capacity allows, I request shuttle transportation for my 6th or 7th grade student to/from their attendance area middle school to the requested middle school. I understand priority will be given to 8th grade students and that shuttle transportation will only be provided for the 2020-21 school year if space is available.
- My middle school student does not need shuttle transportation to/from their attendance area middle school to the requested middle school. I understand that I am responsible for the transportation for my student and I am aware that if attendance/tardiness becomes an issue, this request may be rescinded.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Office Use Only

Date request received in District Office: _____

Request has been approved:

- Application deadline was met Application deadline was not met
- Enrollment in requested school is within guidelines (overall school population, specific class-sizes, etc.)
- Student is currently enrolled in requested school

Request has been denied:

- Application deadline was not met, received after the January 31st deadline for the upcoming school year
- Enrollment in requested school is outside guidelines (overall school population, specific class-sizes, etc.)
- Enrollment between East & West Middle Schools is greater than 100 students (150 student difference for the 2020-21 school year)

Middle School shuttle transportation:

- MS shuttle transportation approved for the 2020-21 school year only (met MS shuttle transportation guidelines)
- MS shuttle transportation denied (number of transported MS students exceeds capacity)
- MS shuttle transportation not requested

Application moved to lottery system for further review