

**Columbus Public Schools
Request for School Transfer**

No Child Left Behind (NCLB) requires schools receiving a rating of NEEDS IMPROVEMENT to notify parents of their right to transfer their child to another school with transportation provided by the district or mileage reimbursement from Emerson Elementary to the assigned school. Please keep in mind that all Columbus Public Schools elementary schools teach the same district curriculum and offer support services to students.

If you wish to request a transfer for your child to another school, please complete the information below and return to the school office by November 15, 2015 for second semester request and upon enrollment for new students. Requests will be processed and you will be notified of the change in school. Placements will be made by the district. If you have more than one child, please duplicate this form or pick up an extra form at the school office. A separate form must be completed for each child.

Child's Name: _____

Grade Level: _____

Transfer Request (for) _____ **Semester 2 of the 2015-16 school year**
 _____ **upon enrollment (new students only)**

Home Address: _____

Parent Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

I would like to request West Park Elementary.

Parent Signature: _____