

MUKWONAGO AREA SCHOOL DISTRICT  
Mukwonago, WI 53149  
**INTRADISTRICT STUDENT TRANSFER REQUEST**  
(Requires prior approval before enrollment begins)

Request for the School Year of \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Does the student have an IEP? \_\_\_ Yes \_\_\_ No Special Needs: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home School (based on address) \_\_\_\_\_

Requesting Transfer to \_\_\_\_\_ School

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For School Office Use Only:**

**Sending School – Only if currently attending a school in the district.**

Date Received \_\_\_\_\_

Approved

Denied

Principal Signature \_\_\_\_\_

Comments

\_\_\_\_\_

\_\_\_\_\_

*Send this form to Sue Brezovar at the school district office for processing.*

**For District Office Use Only:**

**Receiving School**

Date Received \_\_\_\_\_

Approved

Denied

Principal/Director Signature \_\_\_\_\_

Comments

\_\_\_\_\_

\_\_\_\_\_

(OVER)

## INTRA-DISTRICT STUDENT TRANSFER REQUEST PROCESS

Requests for a student to attend a school outside of the home attendance area will follow the following criteria. This includes when a student moved out of their home school area and wishes to continue attending the original school.

Written transfer requests for the next school year are to be filed between January 1 and May 1 whenever possible.

If the student is requesting to leave a school in the district; or

If the student is requesting to stay in a school but has moved out of that school's attendance area...

The request is to be presented to the principal of the school where the student is currently enrolled. The principal will process the form and send it to the registrar at the school district office.

If the student is not currently attending a school in the district...

The request should be presented to the registrar at the school district office. The district office will then contact buildings regarding the request.

The district will make every effort to inform parents of the decision by June 1. Alternate plans should be made for the upcoming school year in the event that the request is denied.

The district does not provide transportation (busing) for students who transfer schools.

Transportation outside of the student's home area is the responsibility of the parent/guardian.

Available space in the requested school is the primary consideration in granting a transfer request. If the request(s) would require the hiring of an additional teacher or an instructional aide the request will be denied.

Siblings will be given preference in transfer requests. Siblings of students transferred due to program needs, ex. EEN, have first preference.

Approved transfers are for the duration of the elementary grades unless enrollments cause overcrowding resulting in the need to hire an additional teacher or redistricting occurs.

If there are more requests than seats, students will be selected on a lottery basis.