



**HILLIARD CITY SCHOOL DISTRICT
ELEMENTARY INTRADISTRICT STUDENT TRANSFER REQUEST
2025-2026 SCHOOL YEAR**

Students are assigned to the school/Special Education/EL Program serving their designated attendance area. Only Emergency or Hardship Transfers will be considered.

STUDENT INFORMATION—PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD

NAME (FIRST AND LAST): _____

CURRENT SCHOOL: _____

2024-25 GRADE: _____ 2025-26 GRADE: _____

CURRENT SERVICES (PLEASE CHECK ALL THAT APPLY) :

INDIVIDUAL EDUCATION PLAN (IEP) ENGLISH LEARNER (EL) OTHER _____

TRANSFER REQUEST DETAILS

REQUEST TRANSFER **TO** SCHOOL (NAME OF SCHOOL): _____

TRANSFER **FROM** SCHOOL (CURRENTLY ASSIGNED): _____

HARDSHIP REASON: _____

PARENT/GUARDIAN INFORMATION

MOTHER NAME _____	FATHER NAME _____
MOTHER ADDRESS _____	FATHER ADDRESS _____
CITY/ZIP CODE _____	CITY/ZIP CODE _____
MOTHER PHONE(S) _____	FATHER PHONE(S) _____

MOTHER IS RESIDENTIAL / CUSTODIAL PARENT		FATHER IS RESIDENTIAL / CUSTODIAL PARENT	
MOTHER IS NON-CUSTODIAL PARENT		FATHER IS NON-CUSTODIAL PARENT	

MY SIGNATURE BELOW INDICATES I AM THE RESIDENTIAL/CUSTODIAL PARENT AND HAVE READ AND UNDERSTAND ALL RULES AND GUIDELINES FOR A TRANSFER REQUEST (SEE BACK PAGE OF THIS FORM).

RESIDENTIAL/CUSTODIAL PARENT SIGNATURE _____	DATE _____
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Completed transfer forms may be returned via email to kelly_burkhart@hboe.org, via fax to 614-921-4444, via USPS or in person to Kelley Burkhart, Hilliard City Schools, 2140 Atlas Street, Columbus 43228 before March 6, 2025

NO DISTRICT TRANSPORTATION PROVIDED FOR TRANSFER STUDENTS

HILLIARD CITY SCHOOL DISTRICT
ELEMENTARY INTRADISTRICT STUDENT TRANSFER REQUEST

STUDENT MUST BE REGISTERED IN HILLIARD SCHOOLS BEFORE A TRANSFER WILL BE CONSIDERED.

- ◆ Families experiencing a hardship situation may complete this form. **Complete a separate form for each child.**
- ◆ Due to increased growth in our school district, it is suggested that parents select daycare providers that can transport to/from a child's home school. It is unlikely a transfer will be granted to accommodate day-care schedules or transportation.
- ◆ **Transportation for transfer students is the parent responsibility.**
- ◆ FOR GRADES KINDERGARTEN—5TH TRANSFER STUDENTS—Once a hardship transfer is granted UNLESS OTHERWISE STATED, students will continue to be assigned in that school until:
 1. A parent requests a change, or
 2. The home address /custodial parent changes, or
 3. Space is no longer available at the requested school. If this would occur, students would be returned to their home school or the school deemed best able to serve student needs. The order of returning a student to their home school is based on the last student transferred in to the requested building is the first to leave (last in—first out).
 4. If a student's **attendance or discipline** becomes a problem, the building administrator may cancel a previously granted transfer.
- ◆ FOR SPECIAL EDUCATION STUDENTS—Every attempt will be made to accommodate transfer requests to keep siblings of special education students together; however, if a transfer is granted, transportation may not be provided for the transferred student.
- ◆ FOR STUDENTS ON OVERFLOW TO A SCHOOL OTHER THAN THEIR HOME BUILDING—If space permits, students placed at a school on overflow will automatically be reassigned to their home building at the end of the current school year unless a hardship transfer request is submitted and approved. If transfer request is approved, transportation will become the parent responsibility.
- ◆ LATE TRANSFER REQUESTS SUBMITTED AFTER **MARCH 6, 2025 DEADLINE:**
 1. Late transfer requests will be added to the bottom of the list and will be considered in the order received.
 2. Parents will be notified of the status of the transfer request prior to the opening day of school.
 3. Requests received after the deadline are unlikely to be honored.

AN APPROVED TRANSFER MAY BE CANCELED IF STUDENT DEMONSTRATES A PATTERN OF ATTENDANCE TRUANCY, TARDINESS, OR DISCIPLINE PROBLEMS. A STUDENT WHOSE TRANSFER IS CANCELED WILL BE REASSIGNED TO HIS/HER HOME SCHOOL OR THE SCHOOL BEST ABLE TO MEET HIS/HER NEEDS.

ALL TRANSFER DECISIONS MADE BY THE SUPERINTENDENT/DESIGNEE ARE FINAL

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