



**HILLIARD CITY SCHOOL DISTRICT  
MIDDLE & HIGH SCHOOL LEVEL  
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 Hardships 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 <input type="checkbox"/>	FATHER IS RESIDENTIAL / CUSTODIAL PARENT <input type="checkbox"/>
MOTHER IS NON-CUSTODIAL PARENT <input type="checkbox"/>	FATHER IS NON-CUSTODIAL PARENT <input type="checkbox"/>

**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** \_\_\_\_\_

**DEADLINE TO SUBMIT REQUEST IS MARCH 6, 2025.** Completed transfer forms may be returned to the Guidance Office or Administrative Office of the building student currently attends.

**NO DISTRICT TRANSPORTATION PROVIDED FOR TRANSFER STUDENTS**

FOR OFFICE USE ONLY

REC'D DATE _____	
REC'D BY _____	

HILLIARD CITY SCHOOL DISTRICT  
MIDDLE SCHOOL & HIGH SCHOOL INTRADISTRICT STUDENT TRANSFER

**ADMINISTRATIVE PROVISIONS**

Students enrolled in the Hilliard City School District are assigned to the school or special education program serving their designated attendance area. **Only emergency or hardship transfer requests will be considered** in accordance with the following provisions:

1. Transfer request forms for the 2025-26 school year will be available January 13 —March 6, 2025.
2. **Transfer request forms must be completed and returned PRIOR TO MARCH 6, 2025** to the Guidance Office of the building where student currently attends to be considered for action and notification by the end of May, 2025.
3. Pending available space, emergency or hardship transfer requests submitted on or before March 6, 2025 will be approved or denied by the administrator, and parents will be notified of the status of the emergency or hardship transfer no later than the end of May.
4. Requests received after March 6, 2025 are unlikely to be honored.
5. Space availability is a function of current staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.
6. Transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.
7. Requests for transfer in order to attend the same school as a given student, teacher or coach, or to participate on a specific athletic team or in a specific activity will not be considered.
8. Unless otherwise agreed upon at the high school level, approved transfers are for one school year only. At the end of the school year, all high schools students will be reassigned to the school for their designated attendance area and must reapply if requesting a transfer for the following year. Transfers may result in loss of athletic eligibility.
9. **\*\*Changing middle schools without checking address and home high school assignment may change eligibility\*\***
10. Students will be placed at the school assigned to their home address based on current attendance areas. Those attendance areas may be found at [www.hilliardschools.org](http://www.hilliardschools.org) in the Parent Corner toolbox under Attendance Areas.
11. **Building administrators may cancel approved transfers if student shows a pattern of attendance, truancy, or discipline problems. A student whose transfer is canceled will be returned to his/her home school.**

HILLIARD CITY SCHOOL DISTRICT  
MIDDLE SCHOOL & HIGH SCHOOL INTRADISTRICT STUDENT TRANSFER  
**ATHLETIC ELIGIBILITY GUIDELINES**

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

- ◆ Student athletic eligibility is determined by the Ohio High School Athletic Association (OHSAA). Information regarding eligibility is located in Bylaw 4—Student Eligibility, Section 7—Transfers. A copy of the OHSAA Bylaws can be obtained through the athletic office or online at [www.ohsaa.org](http://www.ohsaa.org).
- ◆ In addition to OHSAA’s eligibility bylaws, the following shall also apply to intra-district transfer requests:
  1. Students may only participate in the building where academically registered/enrolled.
  2. A student is ruled eligible and eligibility can only be changed by the OHSAA Commissioner’s office.
  3. Failure to request a transfer to maintain continuity in an academic program will result in a student’s loss of eligibility.
  4. If the student’s custodial parent / guardian has moved to another HCSD high school or middle school’s attendance area and the student has requested a consequent change in eligibility, such a request will be automatically submitted to OHSAA for approval.
  5. In cases of joint custody by parents, eligibility remains at the school where the student initially participated in an interscholastic contest or enrolled.
  6. In cases of a change of custody, which results in a change of school, the court approval must be submitted to the OHSAA for approval prior to participation.
  7. Eligibility guidelines apply to all transfers granted in grades 7—12, including from grade 8 to grade 9.
  8. **\*\*Changing middle schools without checking address and home school assignment may result in eligibility issues.\*\***
- ◆ Transportation for transfer students is the parent responsibility.
- ◆ **LATE TRANSFER REQUESTS SUBMITTED AFTER MARCH 6, 2025 ARE UNLIKELY TO BE HONORED**

Transfer request forms must be completed and returned PRIOR TO MARCH 6, 2025 to the Guidance Office of the building where student currently attends to be considered for action and notification by the end of May 2025.

**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**