

# Albuquerque Public Schools Transfer Request Form

## Student, School & Community Service Center – Transfer Office

6400 Uptown Blvd. NE, Suite 100 West

Albuquerque, NM 87110

Office: (505) 855-9050 Fax: (505) 855-9051

(office hours: Monday – Friday; 8:00 a.m. – 4:30 p.m.)

Today's Date: \_\_\_\_\_

Request is for school year **2010-2011**

**TRANSFER APPROVALS ARE SUBJECT TO SPACE AND PROGRAM AVAILABILITY THROUGHOUT THE YEAR.**

**(Please Print) ONLY ONE TRANSFER WILL BE GRANTED PER STUDENT PER SCHOOL YEAR. (Please Print)**

Student's Name \_\_\_\_\_ Birth Date: \_\_\_\_\_ ID # \_\_\_\_\_  
(leave blank if not known)

Address: \_\_\_\_\_  
(Transfer Status will be sent to the address which is on record at the student's current school. Check with the school to see if it is up to date.)

Grade level for **2010-2011**: \_\_\_\_\_ (circle one): Male / Female Zip Code: \_\_\_\_\_

**School(s) Student is Requesting** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
(A single school choice or a maximum of three schools may be listed in priority order. If one is approved, the other requests will be withdrawn.)

Current School \_\_\_\_\_ School for your address \_\_\_\_\_  
(school in which the student is currently enrolled) (school for area in which you live)

Ethnicity: **circle one** (Required for State and Federal reports. Those left blank may result in the computer defaulting as "1. Anglo")

1. Anglo (not Hispanic origin)    2. Black (not Hispanic origin)    3. Hispanic (Spanish culture or origin)  
4. American Indian or Alaskan origin    5. Asian or Pacific Islander    Note: "Other" no longer is an option.

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Phone #s \_\_\_\_\_ Phone #s \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

### **Inaccurate or falsified information may result in the enrollment request being denied or revoked.**

Students transferring from a designated **School In Need Of Improvement (SINOI)** to a non-designated SINOI school might be eligible for bus transportation or mileage reimbursement. Contact the Title I Office at 880-8249 ext.198 to verify eligibility and for application information. Reimbursement applications must be submitted by the end of the first semester. Parents are responsible for transportation for other approved transfers.

Not all programs and services are offered and/or available at every school. Parent(s)/Guardian(s) are encouraged to contact a prospective school regarding available programs and services prior to requesting enrollment. Questions regarding athletic eligibility can be addressed by contacting the school's athletic director or by contacting the APS Athletic Department at 884-9580.

Reasons for transfer request. Please check all that apply:

- After school child care for my student is near the transfer school.  
 Child care for siblings of student requesting the transfer.  
 Child of employee of the transfer school.  
 Extreme hardship. Please describe briefly to the right.  
 Location of the student's previous school.  
 Student safety.  
 Siblings of a student already attending the transfer school.  
 Other (specify reason) \_\_\_\_\_

**Notes:** The first lottery drawing, for those who apply between February 1 and March 15, is expected to take place in early May. Written notification of approval or waiting list status will be mailed shortly thereafter. Subsequent lotteries will be held periodically with notification to follow by mail. Individuals who FAX or mail transfer request forms to the Student Service Center may call to check for receipt confirmation. Requests may also be hand delivered. Students who are granted a transfer approval do not need to reapply each year. They will be granted a yearly "roll-over" transfer while at that school. Roll-over transfers do not apply from one school level to its feeder school (i.e. Elementary to Middle; Middle to High School). A new transfer request will need to be submitted in those cases. If a student is disenrolled from a transfer school the transfer will no longer be valid.

**Parent/Guardian Signature:** \_\_\_\_\_