



OFFICE OF STUDENT RECORDS, TRANSFERS
AND ARCHIVAL SERVICES

7711 Livingston Road, Suite L | Oxon Hill, Maryland 20745
(301) 567-8751 | Student.Transfers@pgcps.org

STUDENT NUMBER:

STUDENT TRANSFER REQUEST

**THIS FORM IS TO BE USED EXCLUSIVELY FOR NON-ENROLLED STUDENTS W/STUDENT OR FAMILY ID #
(Currently Enrolled Students MUST Submit Transfer Requests Through the SchoolMax Parent Portal)**

Name of Pupil _____ Birth Date _____
Last First Middle

This transfer is requested for school year **2017-2018** beginning in **September 2017** for student entering Grade _____

Names of Both Parents or Court-Appointed Guardians _____
Parent/Guardian 1 Parent/Guardian 2

Address of Parent or Court-Appointed Guardians

Number Street Apt Number Apt. or Subdivision Name

City County State Zip Code

PARENT/GUARDIAN 1 CONTACT INFORMATION

Home: _____

Work: _____

Cell: _____

E-mail: _____

PARENT/GUARDIAN 2 CONTACT INFORMATION

Home: _____

Work: _____

Cell: _____

E-mail: _____

Transfer Requested

FROM _____
School Assigned to Above Address

TO _____
Requested School (Please Select from List of Available Schools)

Parent/Guardian Must Provide Transportation

Special Education Programs

If your student receives special education services in accordance with an Individualized Education Program (IEP), please indicate whether he or she is placed in any of the following special education programs. Students placed in any of these programs by the IEP team may be eligible to transfer schools which offer the same special education program and placement. **Transportation is not available for any student who receives a transfer.** Therefore, the Parents will be responsible for transportation if the transfer is approved.

Do not select a Special Education program and/or terminal grade option unless it is applicable to your child(ren).

____ Autism – Autism Program
____ CRI – Community Referenced Instruction Program (CRI)
____ Regional – Regional School
____ EMOT – Transition Program for Students with Emotional Disabilities

____ Hearing – Hearing Program
____ ORTHO – Orthopedic Program
____ CSEP – Comprehensive Special Education Program

Terminal grade completion is a *provision that allows students to complete their last year at the school of attendance at the school outside of their attendance area.* The student must be eligible for graduation or promotion and must have attended the school for at least the last semester of the 2017-2018 school year. The student's eligibility must be verified by school-based personnel.

____ Terminal Grade Completion
____ Child Care Provision (Babysitter)

Submit the completed form to the Office of Student Records and Transfers at: student.transfers@pgcps.org

Signature of Parent or Guardian Date

DO NOT WRITE BELOW THIS LINE

FOR PRINCE GEORGE'S COUNTY PUBLIC SCHOOL CENTRAL OFFICE USE ONLY

Final Action of the Committee: _____ Granted _____ Denied _____ Withdrawn _____ Not Necessary

Date Rec'd _____ Logged _____ Authorizing Signature _____ Date _____