



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:

Empty box for student number

Name of Pupil Last First Middle Birth Date

This transfer is requested for school year 2018-2019 beginning in September 2018 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

PARENT/GUARDIAN 2 CONTACT INFORMATION

Home: Work: Cell: E-mail:

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...

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.

- Terminal Grade Completion
Child Care Provision (Babysitter)

Signature of Sending Principal Date

Signature of Receiving Principal Date

Signature of Sending Instructional Director Date

Signature of Receiving Instructional Director 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Final Action of the Committee: Granted Denied Withdrawn Not Necessary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