

COMPLETING A TRANSFER APPLICATION DOES **NOT** GUARANTEE A CHANGE OF ASSIGNMENT.

ALL TRANSFERS ARE SUBJECT TO SCHOOL AND SEAT AVAILABILITY. APPROVED TRANSFERS MUST BE RENEWED YEARLY.



St. Lucie Public Schools

## Student Transfer TR-11-2

### School Board Employee Verification For Schools Within Two (2) Miles\*

School board employees requesting this type of transfer must be the parent/legal guardian of the child and **must** provide the appropriate documentation to verify their status.

*(Note: This transfer request is not valid for other relatives of the employee).*

#### *Section A---To be completed by the parent/legal guardian.*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**I certify that I am the parent/guardian of the above named child. I have provided the Student Assignment Office with documentation to support parent/legal guardian status. I understand that the transfer will not be processed without this documentation (copy of birth certificate or guardianship papers or adoption papers). (I will provide transportation.)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### *Section B---To be completed by the Principal of the school*

Employee Name \_\_\_\_\_

Employee Position \_\_\_\_\_ School site \_\_\_\_\_

Employee Status  Current  New Working Hours \_\_\_\_\_

Do you anticipate this employee returning to your school next year? Yes  No

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

#### *Section C---To be completed by the Principal of the receiving school*

School Name \_\_\_\_\_

Is there seat availability at the grade level for the student to enroll for this school year? Yes  No

Signature of Principal at Receiving School \_\_\_\_\_ Date \_\_\_\_\_

All persons are reminded that falsification of any portion of this application shall result in the denial or revocation of the transfer. In addition, parent(s) or guardian(s) are informed that Florida Statute 837.06 states: "Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in FL.775.082, FL.775.083, FL.775.04.