

JACKSON PUBLIC SCHOOL DISTRICT (JPSD)

DISTRICT-TO-DISTRICT STUDENT TRANSFER REQUEST

(Print Clearly)

Student Name:		Current Grade:	
Transfer Request From:	District:		School:
Transfer Request To:	District:		School:
Parent Name:			Phone:
Address:			
City, State & Zip:			

The following question must be answered in order for transfer request to be considered:

Has pupil been suspended, expelled, or is currently on long-term suspension from his/her home school district?

Yes () No () If yes, state reason on line below.

Request reasons:

	Is parent employed by the Jackson Public School District? If so, state position & location on line below.
	Has pupil been accepted in a Jackson Public School District Magnet Program? If so, state on the line below. <i>e.g. APAC, International Baccalaureate, Montessori, etc.</i>
	For other request reasons, please state on line below.

I am hereby making a request for transfer as specified above. I verify that the information given is correct. I also understand that this transfer is revoked upon certain changes in status such as change of address, dismissal from magnet program, and/or termination of employment by the receiving district. I agree to notify the receiving district immediately if my status should change. I also understand that both districts are governed by policies that impose penalties for failure to comply with these provisions.

Parent Signature		Date Signed	
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The following signatures confirm pre-approval status for a District-to-District transfer for the above pupil, pending final approval from the Jackson Public School District (JPSD) Board of Trustees. () **Pre – Approved**

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Principal Signature (Receiving School District)

Date

District Executive Officer Signature

Date

Return signed form to:
 JPSD Office of Enrollment Services and Records
 1017 Robinson Street
 Jackson, MS 39203
 Office: 601-960-8852/601-960-8853
 Email Address: fstrong@jackson.k12.ms.us

Official Use Only

 Superintendent's Signature (Pupil's Home School District)

DATE

Is student currently on long term suspension or expulsion? () **YES** () **NO**

The above signature confirms that the Board of Trustees has approved this transfer and has recorded the transaction in the district's official board minutes.

**Transfer students' transportation must be provided by parent/legal if request is approved.
 District to District Transfers are renewed annually.**

Revised January 10, 2023