



School Year 2017-18

**BARTLETT CITY SCHOOLS
ELIGIBLE CIRCUMSTANCE REQUEST FOR TRANSFER**

Please select the appropriate circumstance from the list of eligible circumstances below and attach supporting documentation including the most recent report.

- Death of parent/guardian/custodian
- Bartlett City Schools Employee
- Change of residence
- Divorce of parent/guardian/custodian
- Victim of a Violent Crime on Campus
- Safety Concern

Name of Student _____
Last First Middle

Date of Birth _____ Race _____ Gender _____ SSN _____

Name of Parent/Guardian _____
Last First Middle

Legal Address of Parent/Guardian _____
Street
City State Zip

****Old Address of Parent/Guardian** _____
Street
City State Zip

Phone# _____ E-mail _____

If a BCS employee, include position and location _____

School Assigned _____ School Requested _____

Grade _____ Last School Attended _____

Does student receive Special Education services? Yes _____ No _____ Type _____

All transfers will be handled on a case-by-case basis. You will be notified of the decision via e-mail. I have read the District's Policy 6015 and/or 6019 and understand and agree to the terms. I understand that completion of this application does not automatically grant my student(s) admission into Bartlett City Schools. I understand that I must provide transportation for my student to attend Bartlett City Schools and students are accepted only if student enrollment permits (space available) in the school and program. A response letter for acceptance/denial of an eligible circumstance transfer application for student admission will be e-mailed to you. By signing this form, I acknowledge the above information to be true and accurate.

Parent/Guardian Signature Date

Transfer requests should be mailed or delivered to Student Services, Bartlett City Schools, 5650 Woodlawn Street, Bartlett, Tennessee 38134 or emailed to ahenderson@bartlettschools.org.

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Official Signature _____	Date _____