

School District of Putnam County
Out of County Student Requesting to Transfer to Putnam County Schools

Student Name: _____ Student DOB: _____

Parent or Guardian: _____

Residence Address: _____

Mailing Address: _____

Email Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

School & District student is currently attending: _____

School year for which request is being made: 20____ - 20____

Student's grade level during the requested school year: _____

Please check all that apply to your child.

ESOL ESE 504 Other _____

Putnam County School you wish your child to attend: _____

Specific reason(s) for requesting transfer: _____

Out of district transfers into Putnam County Schools will be approved on a case-by-case basis. The requested school must have available capacity, must meet class size compliance and maintain diverse enrollment.

Parents must show verification of release from the home school district prior to being approved and enrolling in Putnam County Schools, and proof of parental rights (through copies of ID & student birth certificate or notarized form below).

This application is for one school year and a new form must be completed each year a student desires to remain in the school. No student may transfer into Putnam Schools before receiving approval from the Principal.

Parents are responsible for student transportation.

Parent/Guardian Signature

Date

NOTARY: State of Florida, County of _____. Sworn to (or affirmed) before me this _____ day of _____, 20__ by _____. Personally Known ____ or Produced ID _____ type _____.

Approved By: _____ **Date:** _____

Principal

A copy of this form upon principal approval should be forwarded to Student Services to seek Board approval. Once the student has been Board approved, written notification will be mailed to the parent/guardian and the school. Please contact Putnam County Schools, Department of Student Services at 386-329-0538 if you should have questions.