

Transfer Request Form

Teacher changes are difficult to make after the beginning of the semester. To request a different teacher, the following steps must be followed.

Step 1:

Student, teacher, and parent must discuss the request for the change and attempt to resolve any conflicts.

Step 2:

Teacher and/or parent must contact counselor to check for available space in an alternate class.

Step 3:

Parent will complete a “transfer request form” listing reasons for the change.

Step 4:

Request is submitted to Assistant Principal for approval.

Student Name: _____ Grade: _____ Date: _____

Parent’s request for change:

Parent Signature: _____

____ Teacher recommends change

____ Counselor recommends change

____ Teacher does not recommend change

____ Counselor does not recommend change

Teacher Signature

Counselor Signature

Shad Kirkland, Assistant Principal