



School District of New Richmond

701 East Eleventh Street, New Richmond WI 54017

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www.newrichmond.k12.wi.us

Intra-District Transfer/"Stay Put" Request Application Form - 1 Form per Student

Students enrolled in any New Richmond elementary school may apply to attend an elementary school outside their regular attendance area. Please complete one form for each child if:

- your address change places you in a NEW attendance area and are requesting to remain at your present school.
• you are requesting to transfer to a NEW attendance area school.

Please return the completed form by the last day in February to the Administrative Office Building, Attn: Enrollment Coordinator, 837 East 11th Street, New Richmond, WI 54017. Exceptions will be considered for families that move after the February deadline.

Student's Name _____ Date of Birth _____

Street Address _____ This is a new address/Date of move _____

City, State, Zip _____ Phone _____

Current Grade _____ Current School Attending _____

My child's NEW attendance area is (check one) if unsure, please contact the District Office

_____ Hillside Elementary _____ Paperjack Elementary _____ Starr Elementary

Part A: Stay Put

I am requesting that my child be allowed to remain at their current elementary school as indicated above for the remainder of the 20__-20__ school year. A request must also be made for any subsequent school years, see Part B.

Part B: Intra-District Transfer (IDT)

I am requesting that my child be transferred for 20__ - 20__ school year to (check one)

_____ Hillside Elementary _____ Paperjack Elementary _____ Starr Elementary

Reason for request:

Does the student have a current IEP (Individual Educational Plan)? _____ Yes _____ No

Are siblings attending the requested school? (Please list below) _____ Yes _____ No

Name _____ Grade _____ for 20__ - 20__ school year

Name _____ Grade _____ for 20__ - 20__ school year

Parent/Guardian Signature

Date Signed

Office Use Only:

Approved checkbox

Denied checkbox

Date Received by District: _____