



Wake ThreeSchool Transfer Request Form

Please note: There is no guarantee that your child will be transferred to another school. The number of spaces at each Wake ThreeSchool site is limited. Requests will only be approved if space is available at the requested site. If your transfer request is approved, the Wake ThreeSchool Enrollment Specialist will contact you.

Submitting this form indicates your preference to have your child enrolled in another Wake ThreeSchool private site. Please complete a separate form for each child and include supporting documents as needed.

My Child's current 2022-2023 School assignment is: _____.

I am requesting that my child, _____, be considered for transfer to the following site based on space availability:

Choice 1 _____ Choice 2 _____

Please select the reason for your transfer request and provide a brief detailed statement. Please include documentation if applicable.

- ☐ The center does not offer transportation:
 - ☐ I have no personal car.
 - ☐ I do not live on a public transit line.
- ☐ The center does not offer wrap care:
 - ☐ My work/school hours are _____ (please submit documentation with your request)
- ☐ The center is unable to meet the special needs of my child:
 - ☐ Administering emergency medication.
 - ☐ Handicap accessible.
 - ☐ Other: _____
- ☐ The center is too far from my home:
 - ☐ I have moved since receiving my school assignment.
 - ☐ My child's school assignment is *10 miles* or more from my home.

Parent/Guardian Name

Parent/Guardian Signature

Date

Phone Number

E-mail

For Wake ThreeSchool use

Request form is:

- ☐ Complete and includes documentation.
- ☐ Incomplete, supporting documentation still needed.

Recommendation:

- ☐ Approved. New Site Assignment _____
- ☐ Denied. Reason _____

Reviewed by: _____

Date Reviewed by Wake ThreeSchool: _____

Date Family was contacted of decision: _____