



# INTRA-DISTRICT TRANSFER REQUEST

In accordance with the West Allis-West Milwaukee School Attendance Area Policy 432 (432-Exhibit and 432-Rule), the reasons the district will consider intra-district transfer requests are limited to legal and medical matters. If school administration initiates a district transfer, it will be the assigned school until the child transitions to a new grade level (elementary, intermediate, high school) or according to the timeline established by school administration. Intra-District Transfer Requests should originate with the school the child currently attended. The required documentation must be submitted with the request.

## SECTION 1: CHILD INFORMATION

Child's Last Name:	Child's First Name:	School Currently Attending:
Child's Address:		
City State Zip	Current Grade:	
Requested by:	Telephone Number:	
Signature:	Date:	

## SECTION 2: TYPE OF REQUEST

Check one:

- A legal matter. Legal documentation (e.g., restraint/custody order documentation) is required.
- A medical matter. Medical documentation (e.g., physician documentation regarding medical condition) is required.
- As part of a district resolution to a formal complaint. District documentation is required.

## SECTION 3: SUMMARY OF REQUEST

Requesting intra-district transfer request to: \_\_\_\_\_

Summarize request (use back or attach pages if needed):

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Please submit request with required documentation to the school child currently attends.



# INTRA-DISTRICT TRANSFER REQUEST DETERMINATION PROCESS

## Step 1: Parent/Guardian

- In accordance with the West Allis-West Milwaukee School Attendance Area Policy 432 (432-Exhibit and 432-Rule), the reasons the district will consider intra-district transfer requests are limited to legal and medical matters.
- If school administration initiates a district transfer, it will be the assigned school until the child transitions to a new grade level (elementary, intermediate, high school) or according to the timeline established by school administration.
- Intra-District Transfer Requests should originate with the school the child currently attended.
- A legal matter requires legal documentation (e.g., restraint/custody order documentation).
- A medical matter requires medical documentation (e.g., physician documentation regarding medical condition) and a signed Release of Information.

## Step 2: School receiving the Intra-District Transfer Request

- Once the request and documentation has been received, the school will forward it to the WAWM School District Office: Manager of School Services.

## Step 3: WAWM District - Manager of School Services

- Once submitted, the Manager of School Services will:
  - Verify the Intra-District Transfer Request and required documentation.
  - Review school records and related information for submission to Enrollment Panel.

## Step 4: WAWM District Enrollment Panel

- The Intra-District Transfer Request and documentation will be reviewed by the WAWM Enrollment Panel to make a determination. WAWM Enrollment Panel may include:
  1. Manager of School Services.
  2. Manager of Student Services.
  3. WAWM Health Care Professional (district nurse and/or district doctor).
  4. Director of Leadership and Learning.
  5. Designated Principal.

## Step 5: Determination Notification

- The parent/guardian will be notified in writing.

**Note:** *If parent/guardian wishes to appeal the determination, the Intra-District Transfer Request and all documentation must be submitted to WAWM School Superintendent.*