



Community Unit School District 303

School Assignment and Intra-District Transfer/Choice – Middle Schools Intra-District Transfer/Choice Request Form

All requests for Middle School Intra-District Transfers must be submitted in writing (electronic forms are acceptable) to the Superintendent or their designee **by the last business day in April**. Individual requests must be received for each student.

Date: _____

Child's Name: _____ Grade Level for coming school year: _____

Home Address: _____

Parent's First and Last Names: _____

Parent E-Mail: _____ Phone Number: _____

Elementary School: _____

Reason for request for intra-district transfer:

Please list the Middle School Intra-District Transfer option you prefer:

| | |
|---------------------------------|--|
| Current Attendance Area School: | |
| Preferred School: | |

In submitting this request for an intra-district transfer, I understand that

- **I assume responsibility for my child's transportation to and from school.**
- *My child's transfer remains in effect during his/her time in middle school, as long as we remain residents of the District.*
- *Upon completion of middle school, my child attends the high school assigned to our home attendance area.*

Parent Signature: _____

Send completed requests to: Tammy Marsan, Assistant to Mark Moore, Assistant Superintendent, CUSD 303, 201 S. 7th St., St. Charles, IL 60174 or by email: tamara.marsan@d303.org.
