



Community Unit School District 303

Donald D. Schlomann, Ph.D. • Superintendent of Schools • (331) 228-2000

School Assignment and Intra-District Transfer/Choice High Schools (East-Side Anderson planning areas 2, 3, 8, 9, 13, 17, 20, 29, and 30 only) Intra-District Transfer/Choice Request Form

All requests for High 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 January**. 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: _____

Reason for request for intra-district transfer:

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

Current Attendance Area School:	St. Charles North High School
Preferred School:	St. Charles East High 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 high school, as long as we remain residents of the District.*

Parent Signature: _____

Send completed requests to: Tammy Marsan, Assistant to Dr. Jason Pearson, Deputy Superintendent, CUSD 303, 201 S. 7th St., St. Charles, IL 60174 or by email: Tamara.marsan@d303.org.

OFFICE USE ONLY

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date:	
Authorizing Signature:			
Notifications Complete:	Exiting School <input type="checkbox"/>	Receiving School <input type="checkbox"/>	Parent <input type="checkbox"/>