



## 2019-20 Transfer Request Application - Great Hearts Texas

### Instructions

Applicants will follow a two-step process to indicate their desire to transfer between Great Hearts academies:

1. Applicant will complete an application in the online enrollment system for the desired academy.
2. Applicant will complete a "Transfer Request" application for one Great Hearts academy.
3. Email or deliver completed form to the Office Manager of the academy for which you are requesting a transfer.

### Transfer Policy

A student may only request a transfer to one specific Great Hearts academy. In the case of siblings, transfer requests submitted for one sibling must be for the same recipient school as transfer requests submitted for all other siblings. Transfer requests are reviewed by the desired academy, and your application will be marked for "transfer priority" status once the request is approved. Students approved for transfer are required to finish out the year successfully in their current grade at their current academy before they will be eligible to transfer to their new academy of choice for the next school year. Transfer priority status does not guarantee enrollment, but rather it places the transfer application in a prioritized position on the waitlist for the desired academy in the desired grade. Students requesting a transfer must not be in the process of being expelled from their current academy.

### Student Applicant Information

Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First M.I.

Current Academy: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Academy to Receive Transfer Student: \_\_\_\_\_

Reason for Transfer Request: \_\_\_\_\_

**This student is NOT in the process of being expelled from his/her current academy:** *(please check box if this statement is correct):*

### Guardian Contact Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. I have read and agree to the transfer policy terms and understand that transfers are NOT a guarantee of enrollment. I understand that false or misleading information in my application or interview may result in the denial of this request.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>		Date Received: _____	By: _____
Headmaster Signature: _____			Date: _____