

INTRA-DISTRICT OPEN ENROLLMENT  
Transfer Request

The transfer of a student in the Northern Local Schools out of his district of residence shall be in accordance with the district’s intra-district open enrollment regulations that are attached for your information. Please complete the following form and return it to the District Office. A decision will be reached on this application prior to the beginning of the next school year.

**Northern Local Schools**  
**Student Request for Building Transfer**

1. Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

2. Child’s name for which transfer is being requested \_\_\_\_\_

3. School where child resides \_\_\_\_\_ Grade of Child \_\_\_\_\_

4. School to which request is being made to transfer child \_\_\_\_\_

5. As briefly and as fully as possible, please state reasons for requesting that your child be transferred.  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you had a conference with the principal where your child currently attends concerning the reason for the transfer?

\_\_\_\_\_  
Yes                      No

7. Is your child currently enrolled in the intra-district open enrollment?

\_\_\_\_\_  
Yes                      No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Please return application to:**  
**Northern Local School District**  
**8700 Sheridan Road N.W.**  
**Thornville, Ohio 43076**

**THIS DOCUMENT IS TO BE COMPLETED IF A STUDENT IS LIVING IN DISTRICT BUT WANTS TO ATTEND A DIFFERENT BUILDING OTHER THAN THE ONE THEY ARE ASSIGNED TO.**