



# REQUEST FOR TRANSFER WAIVER – GRADES K-5

Due to personal extenuating circumstances, please consider my request to place my child(ren) at the school listed below for grades Kindergarten through 5<sup>th</sup> grade.

Assigned School: \_\_\_\_\_ Requested School: \_\_\_\_\_

Student Name	Grade Level - Current School Year	Grade Level - Next School Year

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Extenuating Circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete this form and return to Deb Starcevich, District Registrar, SEP District Office**  
[deborah.starcevich@southeastpolk.org](mailto:deborah.starcevich@southeastpolk.org) or fax 515-967-4257

Families who move to another school boundary [within the SEP district] but seek the opportunity to have their child continue to attend the previous school, or wish for their child to attend a school other than the assigned school, and wish to use district transportation, will be charged a transportation fee for the school year.

**NOTE:** For any consideration, the request must also meet the requirements to be in the best interest of the Southeast Polk Community School District.

Approved  Denied Contact to be made by: \_\_\_\_\_ Date: \_\_\_\_\_

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Dr. Dirk Halupnik, Superintendent • 407 8<sup>th</sup> St SE • Altoona, IA 50009 • Phone: 515-967-4294 • Fax: 515-967-4257

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