

STUDENT TRANSFER FOR ACADEMY PROGRAMS LETTER OF UNDERSTANDING

Student Name	Date	Current Grade Level
Base High School	Requested High School	
Address	City	State Zip
Parent or Guardian Name		Home Phone Number
Email Address		Work Phone Number
Requested Program		

A student may request a student transfer for the academy program closest to his or her residence when the desired program is not offered at the base school. Student transfers for this purpose will be considered for grades 9 and 10 only if the prerequisite(s) for the academy courses are not offered at the base school. Transfers after the start of the junior year are limited to students moving into the school division from identical academy programs in their previous schools.

1. Students who request a transfer for an academy program must commit to the following:
 - a. Students must remain enrolled in the unique academy program each year until completion of the sequence.
 - b. Students are expected to pursue a schedule of any required prerequisite courses for the academy program in the ninth and tenth grade years.
2. No transportation will be provided for student transfers for the academy programs.
3. Students are expected to maintain appropriate behavior, attend school regularly, and demonstrate academic progress.
4. Students and parents will accept the decision to deny admission due to lack of space available at the requested school. If the requested school is not available, parents may request the next closest high school with the appropriate program.
5. A student who does not fulfill the above expectations will be required to return to his or her base school.
6. Parents and students must complete and return the new student transfer application (available at <https://www.fcps.edu/sites/default/files/media/forms/se221.pdf>) to the student's base high school with a signed copy of this letter of understanding. Forms will be accepted at the base school beginning January 1 and will not be accepted after April 15.
7. Renewal applications must be submitted annually. Parents and students must complete and return the renewal student transfer application (available at <https://www.fcps.edu/sites/default/files/media/forms/se223.pdf>) to the student's current high school with a signed copy of this letter of understanding. Forms will be accepted at the requested school beginning February 15 and will not be accepted after April 1.

Parent or Guardian Signature

Student Signature