



AMBER CHARTER SCHOOL

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TRANSFER REQUEST FORM

Amber Charter School Transfer Policy

Parents of current Amber Charter School students are eligible to transfer, between Amber Charter School East Harlem and Amber Charter School Washington Heights, by completing and sending a Transfer Request Form to the Principal at any time during the school year before the month of March. Requests are reviewed and a determination will be communicated in writing to the parent within fourteen (14) business days from receipt of the Request. The Principal maintains complete discretion in determining whether to grant the Request. Among the factors considered are whether: a) the location has the grade requested, b) there is space in the desired grade, c) denying the Request will cause an undue hardship on the parent, and d) granting the Request will cause an undue hardship on the School.

Process:

1. Submit request by March 31st.
2. Parent will be informed of decision by April 28th.
3. If transfer granted, parent must accept by May 5th.

Student Name: _____

Current Class: _____ Current Grade: _____

Parent/Guardian Name: _____

I request that my child be transferred from: [check one] East Harlem Washington Heights to [check one] East Harlem Washington Heights (Moving to Kingsbridge Fall 2017) for the school year _____.

Parent/Guardian Signature: _____

[Completed by school personnel]

Date Request Received: _____ School Personnel Initials: _____

Decision Made: Approved Denied Date Parent Informed: _____

Parent Response: Accepted Declined Date Parent responded: _____