



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
 Quincy, Florida 32351
 Main: (850) 627-9651 or Fax: (850) 627-2760
 www.gadسدenschools.org

Elijah Key
 Superintendent
 keye@gcpsmail.com

“Putting Children First”

For Official Use Only:	Zoned School: _____	School Year: _____
	Receiving School: _____	School ID#: _____

Gadsden County Schools – Student Transfer Request

A separate form is required for each student requesting to attend a school outside the student’s designated attendance zone. Parents/guardians are encouraged to visit their school of choice and examine all areas of the curriculum and programs prior to completing this form. Return completed form(s) to the principal of the home school.

<p style="text-align: center;">Part 1: Family Information</p> <p>Student’s Name: _____ Grade: _____</p> <p>Date of Birth: ____ / ____ / ____ Zoned School: _____</p> <p>Parent/Guardian Name: _____ <small>(Please Print)</small></p> <p>Address: _____ Apt #: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home Phone: _____ Work Phone: _____</p>	<p style="text-align: center;">Part 2: Type of Transfer Request</p> <p><input type="checkbox"/> Out of District (Complete Part 3, 6, 7A)</p> <p><input type="checkbox"/> Out of Zone: (Complete Part 4, 5A, & 6, 7A 7B)</p> <p><small>Note: Gadsden County School District allows parents from any school district in the state, whose child is not subject to a current expulsion or suspension, to enroll his or her child in and transport his or her child to any public school in the district, including charter schools, that have not reached capacity subject to the maximum class size pursuant to Florida Statutes and the Controlled Open Enrollment Plan adopted by the School Board.</small></p>
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<p style="text-align: center;">Part 3: Out-of-District Request Only</p> <p>District Requested: _____</p> <p>School Requested: _____</p>	<p style="text-align: center;">Part 3: Out-of-Zone Request Only</p> <p>School Requested: _____</p> <p><small>Note: Parent is responsible for transportation.</small></p>
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5A Part: Reasons for Request

Special Programs

Magnet School

McKay Scholarship

Home Education

Florida Virtual School

Private School

Others

Part 6: State in detail your reason(s) for requesting a student transfer:

Parent/Guardian Signature

Date

(7A-7A) Zone School: Request Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature Required	
Principal’s Signature _____	Date _____	
Reason for Denial _____		
(7B) Requested School: Request Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Principal’s Signature _____	Date _____
Reason for Denial _____		
District: Request Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Superintendent’s Signature _____	Date _____
Reason for Denial _____		
School Board: Request Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____	

Revised 1/2021

Cathy S. Johnson
 DISTRICT NO. 1
 HAVANA, FL 32333
 MIDWAY, FL 32343

Steve Scott
 DISTRICT NO. 2
 QUINCY, FL 32351
 HAVANA, FL 32333

Leroy McMillan
 DISTRICT NO. 3
 CHATTAHOOCHEE, FL 32324
 GREENSBORO, FL 32330

Charlie D. Frost
 DISTRICT NO. 4
 GRETNA, FL 32332
 QUINCY, FL 32352

Karema D. Dudley
 DISTRICT NO. 5
 QUINCY, FL 32351