

Coffee County School System
400 Reddoch Hill Road
Elba, AL 36323
Phone: 334-897-5016 Fax: 334-897-6207

INTERDISTRICT TRANSFER REQUEST 2024-2025 SCHOOL YEAR

Date: _____

I would like to request an interdistrict transfer for my child/children to attend _____ school system/school for the **2024-2025** school year. I understand that this approval is for **one year only** and that I must resubmit my request next spring if I wish my child/children to continue enrollment in the requested school system/school.

HAVE YOU SUBMITTED A REQUEST IN PRIOR YEARS? YES NO

NAME OF SCHOOL(S) YOUR CHILD/CHILDREN CURRENTLY ATTEND _____

REASON FOR REQUEST (Please respond within the space provided. Do not attach a letter.)

NAME OF ALL SCHOOL-AGE CHILDREN WITHIN YOUR FAMILY AND THE GRADE HE/SHE WILL BE ENTERING: (Please print legibly)

Student _____ Grade _____

Student _____ Grade _____

Student _____ Grade _____

Student _____ Grade _____

SIGNATURE OF PARENT/GUARDIAN _____ ADDRESS _____

PRINT NAME: _____
(Please print LEGIBLY)

PHONE NUMBER: _____ Email Address: _____
(Parents, you will be notified via email. Please PRINT a LEGIBLE email address)

The following documentation is required for all out-of-zone students seeking enrollment in the Coffee County School System. (Out-of-zone students who completed the 2023-2024 school year at a Coffee County School do not need to provide the below-requested documentation.)

Copy of Final Report Card - Official Attendance Report - Discipline Report (signed by the principal) - Standardized Test Scores

Coffee County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Notification will be made by email, USPS, or the requested school will contact you via phone.

FOR OFFICE USE ONLY

REQUEST: _____ Approved _____ Denied _____

Kelly Cobb, Superintendent of Education