



# 2023-2024 New Intra-County Transfer Request Form

**PLEASE TYPE OR PRINT**

I hereby request that my child, \_\_\_\_\_ be considered for transfer from \_\_\_\_\_ School \_\_\_\_\_ Grade to \_\_\_\_\_ School \_\_\_\_\_ Grade beginning the 2023-2024 school year. I understand that by requesting this transfer my child will follow the rules and regulations established by the transferring school within the system, and the rules and regulations established by the Henry County Board of Education. I also understand that as the parent/legal guardian, I must assume responsibility for transporting my child(ren) to and from school. Furthermore, I understand that my child may not act as a participant in any athletic team, club, or organization for one (1) school year after such approved transfer. **Return this form to the Central Office no later than April 3, 2023. These forms may be faxed to 334-585-2551 or emailed to [enrollment@henrycountyboe.org](mailto:enrollment@henrycountyboe.org).**

\_\_\_\_\_  
Parent/Legal Guardian Signature                      Date                      Phone Number

---

Office use Only

Date/Time Received: \_\_\_\_\_ By: \_\_\_\_\_

### Qualification Checklist

\_\_\_\_\_ Acceptable attendance rate                      Siblings/Grade:  
\_\_\_\_\_ Average/Above Average Academic Scores                      \_\_\_\_\_  
\_\_\_\_\_ Satisfactory Discipline Record                      \_\_\_\_\_  
\_\_\_\_\_ Available Space                      \_\_\_\_\_

\_\_\_\_\_ Approved                      \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Superintendent's Signature/Date                      Principal's Signature/Date