



1933 E Second Street
Defiance, OH 43512
PH: 419-784-2150
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Parent Request for Transfer

Thank you for your child's participation in our Head Start/ECE Program. We understand circumstances change for you and your child and a classroom/center transfer may be necessary. If you would like to transfer your child to a different option/classroom or site, please complete this form. (A Release of Information is not required because we are transferring the child within the Agency.)

Once completed, the ERSEA Coordinator and the Enrollment Team will review and attempt to grant the request. In the event there are no openings at the time of the request, the child may continue attending the current class/option or center or the child may be withdrawn. If you choose to withdraw your child, a new application will need to be completed and placed on the waitlist.

When a transfer is granted, the new teacher will have 3 working days of receiving this notification to contact the family and set up a Family Orientation at the site. If the transfer occurs during the home visit or parent-teacher conference schedule, the new teacher must accompany the transferring teacher on the home visit.

Child Name: _____

Parent/Legal Guardian Name: _____

Child's Current Classroom & Site: _____

Request to transfer to:

Site & Classroom: _____

Reason for request:

New Address/ Phone Number (if applicable):

Parent/Legal Guardian Signature

Date

Staff Signature

Date