

White Bear Lake Area Schools	White Bear Enrollment Office 4855 Bloom Avenue White Bear Lake, MN 407-7674	White Bear Lake Area Schools Intra District Transfer Form	Effective Date

Please complete this form if you are requesting that your student attend a school in White Bear Lake that is located outside your home school boundary.

Parent/Guardian Name (Last, First, M.I.)		Home Phone	Work Phone
Parent/Guardian Address		City/State/Zip Code	
Student Legal Name (Last, First, Middle)	Grade	Date of Birth	Gender
Home School Name & #	Requested School Name & #	Special Needs (if any)	
Reason for Request: (If daycare is the reason, please fill out the daycare information below.)			

APPROVED		DISAPPROVED		<p>Students are assigned to a school based on established boundaries. Transportation will be provided for those who attend a daycare facility under the following guidelines.</p> <ul style="list-style-type: none"> • Students will be transported from a daycare facility to a WBL school within the daycare's established boundary. • Students must always be picked up or dropped off at the same location. <p>Day Care Name, Address, Phone Number:</p>
<p>At this time, the district is unable to approve your request for the following reasons(s):</p> <p>_____ Lack of capacity in a building</p> <p>_____ Lack of capacity in a program</p> <p>_____ Lack of capacity in a class</p>				
Signature of School Principal		Date		
Administrator/Designee		Date		
<p>Please note that you are responsible for your child's transportation to and from school unless your child attends a daycare in the school's boundary area. See daycare guidelines above. If you have questions regarding transportation please call 651-407-7538.</p>				<p>Child is to be picked up at: Home ____ Child Care ____</p> <p>Child is to be dropped off at: Home ____ Child Care ____</p>
<p>Please return this form to:</p> <p>White Bear Enrollment Office 4855 Bloom Avenue White Bear Lake, MN 55110</p> <p>OR your child's school office.</p>				<p>Office Use: Forms sent to: Date:</p>
				Parents
				School
				Transportation
				Data Processing
				Comments:
<p>If you have other questions not related to transportation, please call Melony Follmer 651-407-7674 or via email at: melony.follmer@isd624.org.</p>				