**Template Letter for Parents:**

**School Transfer Application Received**  
  
**Purpose:** Districts can customize this letter to send to families that apply for a transfer. It provides basic information about the transfer process, including the timeline the family can expect to learn whether the transfer is approved.

Dear Parents of [Student Name]:

Thank you for applying for a transfer for your child, [Name]. We appreciate your interest in [District], where we [insert a phrase related to your mission statement or your district motto]. We do our best to welcome additional students to our district whenever it is possible.

[District] makes decisions about student transfers in accordance with district policy and state law. You can find comprehensive information about our student transfer policy by visiting [web address]. Additionally, I want to provide the following information for your convenience:

* The district will begin accepting transfer applications for the [school year] on [date]. A decision about transfer requests will be sent to applicants by [US mail or email] within 30 days of the district receiving their application.
* A decision about mid-year transfer requests will be sent to applicants by [US mail or email] within 30 days of the district receiving their application.
* New student transfers are accepted on a first-come, first-served basis. Students who attended the district on a transfer during the [previous] school year will be automatically accepted – unless the transfer is denied for attendance or discipline issues. Additionally, the law gives preference to children of active-duty military personnel, the children of district employees and siblings of transfer students [if this in district board policy].
* New transfers may be denied for capacity, attendance and discipline issues.
* To accept the transfer, enrollment in the grade you have requested must be under the district-established capacity. You can visit our website to view capacity and vacancy numbers for each grade and school: [web address].
* Transfer students must abide by eligibility requirements established by the Oklahoma Secondary Schools Activities Association (OSSAA) for OSSAA-sanctioned activities.
* If the grade you request is over capacity, you may be given the opportunity to be placed on a waiting list.

If you have any questions, please contact [Name], [Title] at [phone number].

Again, we are so pleased your child would like to join our school family. We appreciate your patience as we follow the transfer application process and work to ensure we can provide the best learning environment possible for all students.

Sincerely,

[Name]  
[Superintendent]