

**Decatur City Schools**  
**Kindergarten Transfer Request Information**  
**2023-2024**

Per Decatur City Schools procedures, Kindergarten is the only elementary grade where students may attend a school outside of their home zone assignment, pending availability at the requested location. Decatur City Schools anticipates a limited number of Kindergarten openings at the following schools:

Ben Davis Elementary School  
Chestnut Grove Elementary School  
Oak Park Elementary School

Banks-Caddell Elementary School  
Julian Harris Elementary School

Priority for transfer will be given to those students wishing to transfer from a location with a high number of Kindergarten students, families with siblings attending at the requested location, and then all other requests. **Please note that any Kindergarten student selected for a transfer will be returned to their home school zone as they enter first grade.**

If you wish to have your child placed on the list to be considered for a transfer, you must deliver the attached Kindergarten transfer request in person to the Board of Education, located at 212 4th Avenue SE. Please enter through the main doors in the front of the building. **This form should not be returned to our Enrollment Center.**

These forms will be accepted beginning on Wednesday, August 2nd at 8:30 a.m. Parents can have someone deliver the request form on their behalf, however, it must be completed and signed by the parent/legal guardian.

If selected, parents will be notified by Friday, August 4th and transfer will take place by Tuesday, August 8th. Please no phone calls.

KINDERGARTEN TRANSFER REQUEST  
2023-2024 SCHOOL YEAR

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best phone number for you to be reached during the day: \_\_\_\_\_

I, \_\_\_\_\_, as the legal  
parent or guardian of \_\_\_\_\_,  
who is registered at \_\_\_\_\_,  
wishes to be considered for transfer to \_\_\_\_\_

for Kindergarten for the 2023-2024 school year. I understand that such transfer will not  
be applicable for enrollment in first grade. Additionally, I understand Decatur City  
Schools is not obligated to grant my transfer request.

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form should be returned to The Board of Education's main lobby, not to our Enrollment Center.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

For Office Use Only:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_