



## CLASSROOM/HOMEBASE TRANSFER REQUEST FORM

*Please note: This form must be completed before any transfer will be considered.*

Date Submitted \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Current Center \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### Reason for Transfer Request:

*\*\*Please note: Transfer requests are a request, and are not guaranteed. Transfers are based on availability.*

*\*\*Please note: EHS children/families that will be transitioning to HS services must have completed all transition paperwork prior to their 3<sup>rd</sup> birthday.*

*Per our Head Start Policies and Procedures, enrollment department must transfer/enroll oldest children first.*

Are you able to transport (DRIVE) child?  Yes  No

Did you move to a new address:  Yes  No

Transfer Request – Please select the program option, location and time you are requesting:

I would like to transfer from my classroom to **Home Base**

I would like to transfer to a **PART DAY PART YEAR** classroom (circle 1<sup>st</sup> choice):

*\*Bussing is limited, and not guaranteed\**

**Coon Rapids:** 8:00AM-11:30AM 9:00AM-12:30PM 12:00PM-3:30PM 1:00PM-4:30PM

**Columbia Heights:** 8:00AM-11:30AM 9:00AM-12:30PM 12:00PM-3:30PM 1:00PM-4:30PM

I would like to transfer to a **FULL DAY FULL YEAR** classroom (circle 1<sup>st</sup> choice):

*\*No transportation provided for FDFY classes\**

*\*Must be working or going to school or categorical eligible and documentation must be provided\**

**Coon Rapids:** 8:00AM-2:00PM 8:30AM-2:30PM 9:00AM-3:00PM 9:30AM-3:30PM 10:00AM-4:00PM

**Cedar:** 9:00AM-3:00PM

**Crayon Box:** 9:30AM-3:30PM

**Oakdale:** 8:30AM-2:30PM

**Newport:** 8:30AM-2:30PM 9:00AM-3:00PM

If this box, is checked below (Head Start staff will forward to Health Coordinator):

Does your child have any health concerns or special needs that may affect him/her during school? Yes/No  
 (If yes, Child Care Plan needed)

Please explain health concern/needs: \_\_\_\_\_

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

*Head Start Staff please return completed forms to Enrollment*

