

TRANSFER NOTIFICATION TO THE PARENT(S)

Dear \_\_\_\_\_:

We have received your transfer request and have been able to make arrangements for \_\_\_\_\_ to transfer to the \_\_\_\_\_ school.

The effective date for the transfer is \_\_\_\_\_ with the understanding that your child may have to return to his/her previous school if the educational program or well-being of students no longer makes this transfer feasible.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date