

DELAWARE COMMUNITY SCHOOL CORPORATION  
9750 N CR 200 E  
MUNCIE, IN 47303

STUDENT TRANSFER REQUEST  
2024-2025 SCHOOL YEAR

Delaware Community School Corporation generally approves most requests for in-district transfers. Class size is a factor in these decisions, and there are times in which we may be forced to deny a request due to class size. Therefore, we are asking you to complete the request below and return to the above address. The respective school principal will review the request and make a recommendation to my office for consideration.

Greg Kile  
Superintendent of Schools

Student(s) Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

District lives in (AES/EES/RES): \_\_\_\_\_

Request to transfer to \_\_\_\_\_ Elementary School.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Superintendent

\_\_\_\_\_  
Date