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**2010 – 2011**  
**COMMUNITY UNIT SCHOOL DISTRICT 220**  
**MIDDLE SCHOOL TRANSFER REQUEST FORM**

CUSD 220 School Board policy requires parents to submit a request annually for their children to attend schools outside their attendance area. For the Middle School level, due to our registration timeline, these requests are to be made to Dr. Craig Winkelman in writing by February 15<sup>th</sup>. Dr. Winkelman will be handling requests for both Station & Prairie Middle Schools. The granting of such transfers is dependent on space available in the school being requested.

To help expedite the process, we have developed this form to assist you in providing the necessary information. Please take a moment to complete it and return it to us either via the following address, or by fax **NO LATER THAN FEBRUARY 15<sup>th</sup>**.

**Station Middle School**  
**Middle School Transfer Request**  
**215 Eastern Ave.**  
**Barrington, IL 60010**

**Attn: Dr. Craig Winkelman**

**Fax: 847-842-1343**

**Subject Line:**  
**Middle School Transfer Request Form**

**Attn: Dr. Craig Winkelman**

A final review of all requests will be done by April 15<sup>th</sup> when we have more accurate enrollment numbers. Soon after April 15<sup>th</sup>, you will receive a letter notifying you of our final decision. Should your placement be approved, it would be with the understanding that you will provide transportation to and from school for your child.

Student's Name _____	Grade Entering: 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup> <input type="checkbox"/>
Student's Name _____	Grade Entering: 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup> <input type="checkbox"/>
Student's Name _____	Grade Entering: 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup> <input type="checkbox"/>
Parent/Guardian Name _____	
Street Address _____	
City _____	State _____ Zip _____
Home Phone _____	Cell Phone _____
Request Transfer To:      Prairie <input type="checkbox"/> Station <input type="checkbox"/>	
Special circumstances surrounding the necessity for this request (e.g., Special Education, a move, etc.):	