



251 Bridge Creek Road, PO Box 411, Maleny, Queensland 4552
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Application for Intra-School Classroom Transfer

Child Name: _____

Current Class: _____

Proposed Class: _____

Parent Name/s: _____

Reasons for request to transfer (Parent to complete):

Parent/Guardian Signature: _____ **Date:** _____

Trial dates: _____

Outcome: _____

Please note:

Any requests to transfer class will be subject to a 3 week trial period with a final decision made at the end of the 3 week period. A decision will be made in consultation with the parents, classroom teachers and the Principal/Deputy Principal.

Checklist:

- Meet with Principal/Deputy Principal
- Current teacher notified – Teacher Name: _____
- Proposed teacher notified – Teacher Name: _____
- 3 week check in completed and decision finalised
- Transfer paperwork completed (update class list, bus list, class roll, MYOB)