

# Student Transfer Form

*Note to parents: Please check with the teacher from whose class you would like to remove your child, as well as the teacher of the class you would like your child to transfer into. If both of the teachers approve the transfer, please fill out the following form with signatures, and return it to the Cottage Garden administrator after the signatures are in place. Thank you for your help! This will keep our financial records and student roster accurately updated.*

Please adjust your records to transfer-

\_\_\_\_\_ (student)

from \_\_\_\_\_ (current class)

to \_\_\_\_\_ (new class)

during \_\_\_\_\_ period.

## Signatures:

Parent- \_\_\_\_\_

Current Teacher- \_\_\_\_\_

New Teacher- \_\_\_\_\_

CG Treasurer- \_\_\_\_\_

Communications  
Coordinator- \_\_\_\_\_

Returned to CG Administrator on \_\_\_\_\_ (date)