



2011-2012 Student Transfer Information

- Student transfer options for 2011-2012 and transfer request forms are posted on this site.
 - [Types of transfers](#)
 - [Capacity transfers](#)
 - [Diversity transfers](#)
 - [Out-of-Zone Transfer Form](#)
 - [Diversity Incentive Transfer Form](#)
 - Transfer requests for 2011-2012 are **due** to the Choices Department, 400 E. Lake Mary Boulevard, Sanford, 32773 on **April 1, 2011** to be effective on the first day of school.
 - If the number of transfer requests exceeds the maximum number permitted during any school year, a random selection process will be used to select approved capacity transfer students. **Transfer requests received by April 1 will be included in the random selection process.**
 - Students who are currently enrolled in a magnet program that apply for a transfer for 2011-2012 relinquish their seat in the magnet program at the end of the 2010-2011 school year.
 - Transfer forms may be hand-delivered or mailed to:

Choices Department
400 E. Lake Mary Blvd.
Sanford, FL 32773
- Forms may be faxed to 407-320-0105. Please keep your fax confirmation page as your receipt.
- Capacity and diversity incentive transfer requests may be submitted throughout the school year for review on a case-by-case basis pending available capacity.
 - Once a transfer is approved and a student has enrolled in the transfer school, the student may not re-enroll in the zoned school until the student has completed the academic year (or term of transfer if less than one year).
 - **Students are not permitted to complete a schedule or registration until a transfer has been approved by the Choices Department.** There is no guarantee that schedule requests can be accommodated if a transfer is approved.
 - Capacity and diversity incentive transfers are effective through the highest grade level of the school and, once approved, do not require renewal, as long as the student remains a resident of the attendance zone from which the transfer was approved.

- There is no transportation provided for capacity transfers.
- Diversity incentive transfers have two options with transportation provided.
- Detailed information about school transfer options can be found on this website under [Student Transfer Options](#) and in [Frequently Asked Questions](#).
- Contact the Choices Department for transfer information at 407-320-0427.