



# SYRACUSE CITY SCHOOL DISTRICT

Department of Student Registration  
Jaime Alicea, Superintendent of Schools

## APPLICATION ASSISTANCE PERMISSION FORM

### Grades K-8 Transfer Request

*(Students entering grades K-8)*

**STUDENT ID:** \_\_\_\_\_  
*(School Only)*

### PERMISSION

**Date:** \_\_\_\_\_

I give \_\_\_\_\_ *(School or Individual Name)* permission to complete the online **K-8 Transfer request application** on my behalf. Please indicate your transfer request type on the back of this page.

**Student First Name:** \_\_\_\_\_ **Student Last Name:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

➔ **Print Parent/ Guardian Name (REQUIRED):** \_\_\_\_\_

➔ **Parent/ Guardian Signature (REQUIRED):** \_\_\_\_\_

➔ **Email (REQUIRED):** \_\_\_\_\_

➔ **Phone # (REQUIRED) *(if applicable)*:** \_\_\_\_\_

If you would like to submit a request for multiple children, please provide their name, current school and birth date.

Student First Name	Student Last Name	Birth Date	Current School

# TRANSFER REQUEST



If you are interested in submitting a request for your child to attend a school listed below, your child must meet at least one of the transfer criteria listed below. The criteria are listed in order of priority. This means that home school and sibling requests have a higher ranking in the lottery system than sibling only, home school only, and quadrant:

- 1. Home School and Sibling:** Select this transfer option if you are requesting a transfer to your home school (the school identified as your neighborhood school based on your address) and you have another child who attends this school, who resides in the same home as the applicant, and who will be enrolled in the new school next school year. Please visit [www.syracusecityschools.com/registration](http://www.syracusecityschools.com/registration) and click on the School Locator link to identify your home school using your current address.
- 2. Sibling Only:** Select this option if you are requesting a transfer to join a child who attends your school of choice, who resides in the same home as the applicant, and who will be enrolled in the new school next school year.
- 3. Home School Only:** Select this option if you are requesting a transfer to your home school (the school identified as your neighborhood school based on your address).
- 4. Quadrant:** Select this option if you are requesting a transfer to a school within your quadrant. Here is a complete list of elementary and middle schools by quadrant:

North Quadrant	South Quadrant	East Quadrant	West Quadrant
Dr. Weeks K-5	Brighton Academy 6-8	Edward Smith K-8	Bellevue K-5
Franklin K-5	Clary 6-8	H.W. Smith K-8	Delaware Primary K-5
Grant 6-8	McKinley – Brighton K-5		Porter K-5
Huntington K-8	Meachem K-5		Seymour K-5
Lemoyne K-5	Roberts K-8		Frazer K-8
Lincoln 6-8	STEAM at Dr. King K-5		Syracuse STEM at Blodgett
Salem Hyde K-6	Van Duyn K-5		
Webster K-5			

Transfer Request to: \_\_\_\_\_

Criteria (Circle the option that applies to you):

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Home School and Sibling*	Sibling Only*	Home School Only	Quadrant

\*Sibling Name: \_\_\_\_\_ Sibling Grade: \_\_\_\_\_

**Important Information:** Students must meet the criteria listed above to be deemed eligible for a transfer. If there are more students who are eligible for a transfer to your school of interest than we have seats available, the District will ensure a fair and equitable placement process by using the Smartchoice Online Lottery System to conduct a lottery. If your child meets the criteria, but is not selected in the lottery, they will be placed on a waitlist and required to remain enrolled in their current school. Students entering 6th grade will be assigned to their feeder school, which was listed in the transition letter you received. Once your child is assigned to the waitlist, the Department of Student Registration will contact you if and when a seat becomes available at your school of choice.

Students will remain on the waitlist for the 1st marking period of the school year. If a seat does not open up at that time or your child does not receive a transfer during the school year, parents will be required to reapply again during the next school transfer cycle.