

# WALLACE STEGNER ACADEMY

## STUDENT TRANSFER NOTICE

Attention: Admissions Secretary

Regarding: Letter of Intent

**TO BE COMPLETED BY THE LEGAL GUARDIAN:**

I, \_\_\_\_\_ THE LEGAL GUARDIAN OF THE  
STUDENT(S) LISTED BELOW, HEREBY NOTIFY: WALLACE STEGNER  
ACADEMY OF MY INTENTIONS TO TRANSFER MY STUDENT TO:  
\_\_\_\_\_.

**DUE TO:**

- RELOCATING
- STUDENTS BEST INTEREST
- OTHER: \_\_\_\_\_

\_\_\_\_\_  
**PARENT SIGNATURE**

\_\_\_\_\_  
**DATE**

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

***ALL STUDENT FILES WILL BE SENT UPON WRITTEN REQUEST FROM THE IDENTIFIED SCHOOL.***

**FOR OFFICE USE ONLY**

Date Sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Receiving Fax Number: \_\_\_\_\_

Sent By: Wallace Stegner Academy

Initials: \_\_\_\_\_