



**CLASSICAL SCHOOL**

640 W. SCOTT STREET, CHICAGO, IL. 60610  
TEL: 773-534-8500 ~ FAX: 773-534-8502

**Student Transfer/Withdrawal Request**

Name of student Transferring/Withdrawing: \_\_\_\_\_ ID # \_\_\_\_\_

Current Grade: \_\_\_\_\_ Classroom Number: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Reason for Transfer/Withdrawal:**

Moving to new address: \_\_\_\_\_  
Print new address (number, street, apartment, city, & state)

Accepted at: \_\_\_\_\_  Chicago Public School  Other\*  
Print the name of the School

\* If OTHER, please provide address and telephone number of the school student will be attending:  
\_\_\_\_\_ Tel: \_\_\_\_\_

Last day of attendance at Skinner North Classical School: \_\_\_\_\_

I, the parent/legal guardian, have returned all school books, texts, and instructional materials that are property of Skinner North Classical School to the classroom teacher.

I understand that any outstanding fees for lost or damaged instructional materials and/or purchased items must be paid before the last day of my child/ward's attendance. All my personal belongings will be returned to me on the last day of attendance of my child/ward.

Name and Signature of parent/legal guardian requesting transfer: *(Original signature required; electronic one is unacceptable)*

\_\_\_\_\_  
Print Name Signature Relation to student

Approved by: \_\_\_\_\_  
Dr. Katherine Magnuson, Principal

Dear Teacher(s),

The above student will be transferring from Skinner North Classical School on the date shown above. Please indicate below if the child has returned all school books, texts, and instructional materials that are property of the school. Also, please indicate if he/she has paid any outstanding fees for lost or damaged instructional materials and for purchases made. The pupil will collect all personal belongings on the last day of attendance.

All school materials have been returned  All outstanding fees have been paid

The following items are missing and/or the student still owes fees for:

I, the parent/legal guardian, have received the required transfer(s) and/or applicable documents & personal belongings:

Parent/legal guardian's signature \_\_\_\_\_ Date: \_\_\_\_\_