

# STUDENT TRANSFER NOTICE

Attention: Admissions Secretary  
Re: Letter of Intent

To be completed by the legal guardian:

I, \_\_\_\_\_, the legal guardian of the student(s) listed below, hereby notify Mountain West Montessori Academy of my intentions to transfer my student to: \_\_\_\_\_.

My student is transferring schools due to:

- Relocating
- Student best interest
- Other: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

*All student files will be sent upon written request from the identified school.*

For School Use Only

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

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

Sent by: Mountain West Montessori Academy

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