



Madison City Schools

School Year 2025-2026

Date:

TRANSFER REQUEST Due to SALES CONTRACT

Use this form only when you are building/purchasing a home in the Madison City Schools zone and have not yet closed. An executed sales contract or a letter with the estimated closing date (must be within 6 months of enrollment date) from the builder must be attached when submitting this form for approval. Once you close, we will contact you for closing documents.

Student Name(s): *If request is for more than one student, list each separately below*

	LAST NAME	FIRST NAME	REQUESTED SCHOOL	GRADE
1				
2				
3				
4				

Name and Address of home on sales contract:

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship to Student: *Check one*

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☐

Custodial Parent

Other: *Please Explain*

Temporary Address (residence until you close on home) - Required:

Address: _____

City: _____ State: _____ Zip: _____

School District/School for temporary address: _____

Please list date of closing per contract:

Date: _____

Cell Phone: _____

Athletic eligibility is determined by physical residence. Students that live outside of the attendance zone, for the school they attend, may not be eligible to participate for the current year.

By signing below, I affirm that the information contained in this application is correct, and I understand that false representation of the facts will result in immediate denial of my request. I authorize Madison City Schools to obtain information concerning my request from any individual who may have knowledge of the circumstances involved.

Signature _____ Date _____

Madison City Schools' Use Only - Do not complete below this line

Parents must provide transportation to and from school, once approved.

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Approved

Denied

Superintendent or Representative, Madison City Schools

Date

Form will not be accepted unless all information is submitted

The application shall be processed by using the following procedure:

- Online registration must be completed and submitted
- Email completed form and supporting documentation to mmlayne@madisoncity.k12.al.us
- After review and evaluation of the application as deemed appropriate by the Superintendent or designated staff, the Superintendent will either grant or deny the application and notify the custodial parents of the decision in writing