

INTRA-DISTRICT TRANSFER WINDOW

The application windows for students requesting to attend a different Green Bay Public School (other than the one in their attendance area) for the 2018-19 school year are as follows:

Preference Window: January 2 - February 2, 2018

Applications submitted during this window will be considered **prior** to those submitted through Open Enrollment.

Additional Window: February 5 - April 30, 2018

Applications submitted during this window will be considered at the **same** time as applications that are submitted through Open Enrollment.

Information Letter and Application form:

- The information letter and application form can be found on the Green Bay Area Public School District webpage (www.gbaps.org) by clicking on the Parents tab and then choosing Forms, or at a district school building starting December 1, 2017.
- Applications will **not** be accepted before January 2, 2018. Forms received prior to January 2nd will be returned to you for re-submission.
- Applications should be submitted to:
 - Green Bay Area Public School District, Central Registration – Room 116, 200 South Broadway, Green Bay, WI 54303, or
 - Fax: 920-448-7325, or
 - e-mail attachment to cr_changes@gbaps.org
- Students who have previously completed an Intra-District Transfer Application and were approved are not required to reapply unless the approval was for the current year only.
- Students who are continuing in their current school, after a move to a new Green Bay Area Public School's attendance area, do not need to apply for Intra-District Transfer if the Change of Address Form was completed and approved.
- If you have any questions about the Intra-District Transfer process or if you want to check on whether or not your child needs to apply, please contact Jenny VandenPlas at 920-272-7069 or at javandenplas@gbaps.org.