

## Student Transfer (In District)

*This form is to be faxed to the receiving school at the time of transfer. Please follow with email notification to school contact. A list of school contacts and their email addresses is found on the back of this form.*

To:	From:
School:	School:
Fax Number:	Date:

\_\_\_\_\_  
(Student Last Name)

\_\_\_\_\_  
(Student First Name)

\_\_\_\_\_  
(Student Middle Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Date of Transfer/Withdrawal)

\_\_\_\_\_  
(Student ID# - SSMS)

\_\_\_\_\_  
(Zoned School)

*\*Note: Student should not be transferred until a request for records has been received from the receiving school.*

School Contact Information:

Creek Wood High School  
Kris Bull  
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Fax: 441-2868

Dickson County High School  
Karen Woolam  
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Fax: 441-4135

Charlotte Middle School  
Penny Walton  
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Fax: 789-7033

Dickson Middle School  
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William James Middle School  
Darlene Mcree  
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New Directions Academy  
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Fax: 789-7032

Centennial Elementary  
Pamela Massie  
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Charlotte Elementary  
Christy Hawthorne  
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Oakmont Elementary  
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Stuart Burns Elementary  
Tammy Smith  
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The Discovery School  
Lana Hogin  
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Vanleer Elementary  
Kay Ruffino  
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White Bluff Elementary  
Tammy Karnes  
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