



The support you need to help children succeed.

PFC is a 501(c)(3) nonprofit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.

North Carolina Pre-Kindergarten (NC Pre-K) Transfer Request Form

Requests to transfer an existing NC Pre-K child are only approved when space is available and no other children are waiting to be placed at the requested site. For this reason, transfers may not be possible. In that event, the child may remain at the current location and/or be added to the waiting list for placement at the requested site. Families must complete the following document and return to the administrator of the child's current site.

★★★ Please answer each question clearly and completely. ★★★		
Date Completed:	Child's Birth Date:	
Child's Full Name:		
NC Pre-K Site Currently Attending:		
NC Pre-K Site Requesting to Attend:		
Reason for the Transfer Request (use back of form if needed):		
Current Family Address: (Street, City, State, Zip Code)		
Email:	Phone Number:	
Acknowledgement & Parent/Legal Guardian Signature		
<input type="checkbox"/> I acknowledge that my request to transfer my child to a different NC Pre-K site is not guaranteed.		
Parent/Legal Guardian/Custodian Signature (required):		
_____	_____	_____
Print Name	Signature	Today's Date
Site Administrator Signature		
Site Administrator Signature (required): _____		
_____	_____	_____
Signature	Today's Date	
<input type="checkbox"/> Health Assessment Attached (REQUIRED)		
PARTNERSHIP USE ONLY		
Received by: _____	Date Received: _____	
AVAILABILITY VERIFICATION COMPLETED		
Availability Verified by: _____	Date: _____	
Family notified that space is not available _____	Outcome: _____	
CONTRACTOR APPROVAL (President's Signature)		
Contractor Signature: _____	Date: _____	
DATA ENTRY COMPLETED & FINAL NOTIFICATION		
Entered in to NC Pre-K APP by: _____	Date Entered: _____	
Start Date: _____		
Site notified of placement status _____	Family notified of placement status _____	