

**TRUSSVILLE CITY BOARD OF EDUCATION
2021-2022 SCHOOL YEAR TRANSFER APPLICATION PROCESS**

The following items must accompany the completed transfer application:

- Release from student's federally zoned school system (Jefferson County, St. Clair, etc.)
- Divorce/Custody Paperwork, if applicable to the student
- Previous school grades, attendance and behavior; **new applicants only**

The following options are available for applicants to turn in completed transfer applications and paperwork:

1. Scan and email application(s) and required paperwork to katherine.burgin@trussvillecityschools.com.
2. Enclose all paperwork in a secure envelope and place it in the Trussville City Schools Board of Education black lock box located on the front patio near the historical plaque. The location address 113 North Chalkville Road, Trussville, AL
3. All paperwork can be mailed directly to the Student Services Department, Trussville City Schools Board of Education. The mailing address is 113 North Chalkville Road, Trussville, AL

Families will receive a letter in **mid-June** approving or denying each application submitted. Any additional questions regarding the transfer application process should be directed to the email listed above or the Student Services Department @ 228-3782.