

**UCPS After School Program
TRANSFER REQUEST FORM FOR ASP
2022/2023 School Year**

In order to secure a space for your child(ren) in the ASP in which he/she will attend for the 2022/2023 school year, please complete this form along with the completed online registration for each child(ren) and payment of the \$25.00 non-refundable registration fee.

You may scan/email completed form to tammy.mccoy@ucps.k12.nc.us or fax to 704-289-1539.

All information must be completed and submitted to the ASP Bookkeeping Dept. no later than May 31, 2022. If not submitted by May 31st, space cannot be guaranteed for your child(ren).

Today's Date: _____

I wish to have my child(ren) transferred to _____
After School Program for the 2022/2023 school year. (name of school)

Child(ren)'s First and Last Name: _____

Parent's Name: _____

Parent/Guardian's Signature Date

To be completed by the ASP Bookkeeping Dept.

Date received from parent: _____ Current ASP Site: _____

Date you notified the other Program Coordinator that this child would be transferring to their site: _____