



Dr. Edythe B. Austermuhl
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BERLIN TOWNSHIP SCHOOL DISTRICT

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Transfer Information For Parents and Guardians

Thank you for the time your child has spent in our school district. The purpose of this cover letter is to give you the information you will need to transfer your child out of our schools.

It is very important to have an open line of communication with our school district when you know that you will be leaving for another location. We will need certain information to complete transfer documents that you will take to the new school district for registration.

As soon as possible, please provide the last expected date of attendance by your child in our district. The new home address and the name and phone number of the new school your child will attend will also need to be sent to Loretta Marshall at 856-767-9480, ext. 1111. Transfer paperwork will be gathered and completed from the school where your child attends. Once this paperwork is complete, you will be called for you to retrieve it for your move.

If you have any questions regarding any of the requirements for transfer out of district, please contact Loretta Marshall at 856-767-9480, ext. 1111.

Thank you!

“Educating Today For Tomorrow’s Success”