



Dr. David Clendening  
Superintendent

Dr. Brooke Worland  
Assistant Superintendent

Ms. Tina Jobe  
Chief Financial Officer

Mr. Matt Sprout  
Executive Director of Technology

Mr. Benji Betts  
Executive Director of Operations

## Virtual School

30-Day Transfer Request

Semester/Year: \_\_\_\_\_

This is a request to transfer into or out of Franklin Community Virtual School during the first 30 calendar days of a semester. Requests after the first 30 calendar days will not be accepted.  
Please submit separate requests for multiple students.

**Fall 2025 Deadline: September 6, 2025**

**Spring 2026 Deadline: January 20, 2026**

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip: \_\_\_\_\_

Student Name	Grade Level	Current School	School Requested

If requesting a move to FCVS: Has your child participated in virtual schooling before, if so, where?

Please provide reasoning for a mid-semester transfer:

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### Submit all requests to:

Franklin Community School Corporation  
**Attention: Sue Ann Kruger – email: [krugers@franklinschools.org](mailto:krugers@franklinschools.org)**  
998 Grizzly Cub Drive, Franklin, IN 46131

**Requests to move To FCVS** should be submitted alongside a Signed Parent  
and Student Contract located on our school website  
<https://franklinschools.org/virtual>. (Documents)

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

**For Office Use Only:**  
**Date Rcvd:** \_\_\_\_\_

**Approved or Denied**