

Transfer to Join Sibling

Subject: Transfer Request to Join Sibling

Hi [Principal/Administrator Name],

I hope this email finds you well. I'm writing to request a transfer for my child, [Student Name], to join [his/her] sibling, [Sibling Name], who is already enrolled at your school.

Having both children at the same school would make our family logistics much easier - from drop-off and pickup schedules to parent-teacher conferences and school events. Plus, [Student Name] is excited about the possibility of attending the same school as [his/her] [brother/sister].

[Student Name] is currently in [Grade] at [Current School] and is doing well academically with a [GPA/Grade level]. [He/She] gets along great with [Sibling Name] and I think they would both benefit from being at the same school.

I understand there might be enrollment limits or waiting lists, but I wanted to get this request in as early as possible. Please let me know what the process looks like and if there's anything specific I need to do or provide.

Thanks so much for considering this request. I'm happy to discuss this further or provide any additional information you might need.

Best regards,

[Your Name]

[Parent of Student Name and Sibling Name]

[Phone] [Email]

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