



SCHOOL READINESS PROVIDER TRANSFER FORM

SECTION I – FEE RELEASE (Current provider must complete, sign, and date this section.)

The parent/guardian of the following children has paid the ELC-assessed School Readiness copayments (parent fees) through the last date of attendance.

Child Name	Child DOB	Last Date of Attendance	Never Attended

Provider Representative Name (Printed)

Provider Name

Provider Representative Signature

Date

SECTION II – PARENTAL CHOICE (The parent/guardian receiving School Readiness services must complete, sign, and date this section.)

I request to transfer my children’s School Readiness enrollments to the following provider(s):

Child Name	New Provider Name	Start Date of Attendance

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Email

Parent/Guardian Phone Number

SECTION III – ELC USE ONLY

Received by: _____

Date: _____

Processed by: _____

Date: _____

Approved: Yes No

NOTE: Do NOT use “white-out” or “correction tape” on this form. ELC will start the enrollments at the new provider as of the start date of attendance or the date the ELC received the completed form, whichever date is later.