

1. Go to the CMS Student Placement Website: <https://www.cmsk12.org/Page/8827>
2. Click on the **Reassignment/Transfer Requests**.
3. Click on the box for **2023-24 School Year**
4. Scroll down and click on **Enter Form**
5. Complete the Form. You will need the following:
 - a. **Student ID:**
 - b. **PIN:**
6. Click on **Create New Reassignment/Transfer Request Form**
7. Click on **Home School Request**
8. Choose the high school and click **Continue**
9. Since this is a request to return to the home school, no further documentation is needed. **You do not need to fill out anything under:** Section 1: Parent/Guardian Employment Information, Section 2: Child-care Provider Information, or Section 3: Extreme Hardship Written Explanation. **Leave those pages blank and click continue at the bottom of each page.**
10. Click **No** for "Will you be submitting any additional documentation?"
11. Place a check next to each of the **Acknowledgements**.
12. Type your name and the date and click **Continue**
13. You will receive a letter from Student Placement notifying you of the transfer and providing further instructions within approximately 14 days. **If you do not receive a letter within 14 days, please call Student Placement at 980-343-5335.**