



School Readiness Provider Transfer Request

Prior to changing childcare providers, the parent must submit a request through their family portal account.

If the parent/guardian is unable to access their family portal account the parent/guardian may send the completed form to the Family Services Department by email at srtransfers@elcbroward.org or bring the completed form for processing to the SR office listed below.

Please Note: A parent may not transfer his or her child to another school readiness program provider until the parent has submitted documentation from the current school readiness program provider to the early learning coalition stating that the parent has satisfactorily fulfilled the co-payment obligation related to school readiness program. Satisfactory fulfillment of the co-payment obligation is defined as immediate payment of the outstanding co-payment obligation or establishment of a repayment plan for the outstanding co-payment obligation. All transfers shall be approved by the coalition.

Please complete this request for processing. The request must be accompanied by documentation from your current childcare provider. PLEASE ALLOW UP TO 5 BUSINESS DAYS TO PROCESS.

Is the School Readiness Provider Transfer Request from another County to Broward County?	(CIRCLE ONE)	YES	NO
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To Be Completed By Parent/Guardian			
Parent/Guardian Name	Email Address	Telephone Number	
Address		City	Zip
Child(ren)'s Name(s) to be Transferred			Date of Birth
Does the child/ren also attend VPK?			(CIRCLE ONE) YES NO

Name of New Child Care Facility	Telephone Number		
Address		City	Zip
Email Address	Fax Number	Requested Date of Transfer	

I have requested my child/ren to be transferred to the provider listed on this form. I understand that parent co-payment(s) must be paid in full with my current provider in order to transfer. Failure to fulfill copayment obligation may result in termination of School Readiness funding.

Parent/Guardian Signature _____ **Date** _____