

# How to Transfer out of the Garfield School District



- Call the Central Registrar to set up a date and time to get transfer card
  - **Marisol Suarez, Central Registrar**  
*msuarez@gboe.org*  
32 Outwater Lane  
Garfield, NJ 07026  
Phone: 973-340-5000 Ext. 2316  
Fax 973-340-1022
- A Parent/Guardian with photo ID must go to sign for the requesting transfer card
- You Must Bring
  - Laptop (if missing fee is \$150.00)
  - Laptop Charger (if missing fee is \$50.00)
  - Laptop Case

You will receive a transfer card at the end of this process from the central registrar. When your child enters the new school district, they will either email or fax a request for records. At that time, we will send records to the child's new school. This includes medical records.