1. **Sign In:** Visit District 64's **PowerSchool Parent Portal**. If you are unable to sign in or forgot your password, contact your school secretary. You will be familiar with this portal since you used it for registration.

2. **Transfer/Unenrollment Request Form:** Sign in to the portal and on the left side menu, click on **Forms** [Forms]. You will then see the School Form Listing for (Student Name).

3. **Complete the Form:** Under the General tab, click on Transfer/Unenrollment Request Form. Hit Submit once you've completed the form. You must fill this form for EACH STUDENT you are transferring out of District 64.