



REQUEST FOR SCHOOL CHANGE

A parent or guardian may request that his or her child be allowed to attend another school in the district. Students shall attend the school designated for their respective residential areas unless an individual Request for School Change has been approved according to district policy. **Requests for school change are effective for one year only. Any student who develops a pattern of tardiness or non-attendance will have their acceptance revoked. Requests for School Change will be reviewed by the building principals, and the decision will be communicated to the parent by telephone or letter. Students should remain in their assigned school until notified of the decision.**

The following factors shall be considered when granting student transfers:

- A. Whether financial, educational, safety, or health conditions affecting the student would be reasonably improved as a result of the transfer;
- B. Whether attendance at another school in the district is more accessible to the parent's place of work or to the location of child care;
- C. Whether other special hardships or detrimental conditions affecting the student or the student's immediate family would be alleviated as a result of the transfer;
- D. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- E. Whether appropriate transportation, educational programs or services are available to improve the student's condition;
- F. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.

Student Name: _____ Grade Level: _____
(One form for each student please) (Grade level when change is to take effect)

Neighborhood School Assignment: _____	
Requested School Assignment _____	
Requested date for change to take effect: _____	

Does student receive Special Education/related services? Yes No

Other school-age children in the home:

<u>NAME</u>	<u>SCHOOL</u>	<u>GRADE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name: _____ Telephone: _____

Address: _____ Work Phone: _____

Reason for request _____

Daycare address: _____

I understand that, if my request is granted, I am responsible for transportation to and from the requested school.

(Parent Signature) (Date)

-----**FOR DISTRICT OFFICE USE ONLY**-----

Neighborhood Principal's Recommendation/Comments:

I recommend that this student go to the requested school. I recommend that this student go to the neighborhood school.

Comments _____

(Principal's Signature) (Date)

Requested School **Action:** Approved Denied

Principal _____ (Date) _____