

**Billings Public Schools
High School
Student Out-of-Area Request**

For _____ School Year

Name of Student: _____ **Present Grade:** _____

Name of Parent/Guardian: _____

Home Address: _____ **Zip Code:** _____

Telephone: (Home) _____ **(Work)** _____ **Current School:** _____

Home School: _____ **Requested School:** _____

My reason(s) for this request fall within the parameters of: (Check one)

_____ **1. Medical or physical conditions cause the home school to be less appropriate. (Documented evidence from a physician, clinical counselor, court or school records required.)**

_____ **2. The place of resident is changed in mid-year. (Proof of residence required.)**

_____ **3. Student has a sibling attending school for which the request is sought.**

Name of sibling and graduation year. _____

My reason(s) for requesting this change in schools: (Additional information may be attached.)

This procedure for student out-of-area transfers carries out School Board Policy 2050. The policy requires that “students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.”

Exceptions will be granted only when:

1. Medical or physical conditions cause the home school to be less appropriate as documented by a physician, clinical counselor, court or school records.
2. The place of residence is changed in mid-year and proof of the residence change is provided.
3. A sibling is enrolled at the school for which the request is sought. The transfer request must be submitted to an Executive Director prior to school starting.

PROCEDURES FOR MAKING AN OUT-OF-AREA TRANSFER REQUEST:

Current 8th Graders Residing in the District:

1. Each 8th grader establishes his/her home high school by the location of his/her residence.
2. The form requesting an out-of-area transfer must be submitted to an Executive Director, prior to school starting.
3. Transfer requests based on participation in extracurricular activities will be denied.
4. The district reserves the right to approve any request if and when such request will allow the district to manage capacity/overcrowding issues in the schools.

Students in Grades 9-12 Moving into the District:

The form requesting an out-of-area transfer must be submitted to an Executive Director for approval.

Students Currently Attending School District #2 Grades 9-12:

1. The form requesting an out-of-area transfer must **first** be signed by the home school administrator, then by the receiving school principal.
2. The form is forwarded to an Executive Director for final approval.
3. An Executive Director confirms whether or not the transfer request has met the established criteria and notifies the requesting party by providing a copy of the request form.

Due to the overcrowding at the high schools, no out-of-area transfer requests for 9-12th grade students will be approved unless the request meets the criteria of the existing exceptions.

The actual transfer, if approved, may occur only at the beginning of the semester. A student may have only one transfer during his/her high school career and only if the transfer is legitimately based on the stated exceptions.

Approval of an out-of-area transfer request carries the following conditions:

1. The parent/guardian must provide transportation for the student to and from school.
2. Varsity level eligibility may be affected if a student transfers. MHSAs Regulations, "When two or more high schools have been established within one school system and under the administration of one board of trustees, the district shall be divided into a corresponding number of high school attendance areas. Students shall attend the high school of the designated attendance area." (Section 10.g.interpretation 8)

"Students transferring from one high school to another in the same school system but in a different attendance area are ineligible for 90 P.I. (pupil instruction) days (or its equivalent in districts with extended school days/four day weeks) after enrollment, unless there is a bona fide corresponding change of residence on the part of the parent(s) or legal guardian (legal guardianship must be established one calendar year before the transfer) from the previous attendance area to the present attendance area." (Section 10.g.interpretation 10)

***I understand I must provide transportation and that varsity level MHSAs eligibility may be affected if my child's transfer is approved. I have also read and understand the above policy and procedures.**

Parent Signature	Date
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FOR SCHOOL USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Recommendations:

Yes **No** _____
Home Principal Date

Executive Director Date

Because of ESL services required.

Yes **No** _____
Receiving Principal Date

Comments/Special Provisions:
