



## WINONA AREA PUBLIC SCHOOLS PUPIL TRANSFER/RETENTION REQUEST FORM

Please complete a separate request for each student.

### Current Student Information:

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Student's Primary Residential Address: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

### Transfer/Retention Request

School Requested: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

### Reason for Request (Check Only One):

This student has previously been granted an attendance exception at the requested school.

This student has a sibling that has been granted an attendance exception at the requested school.

This student attends a child care facility in the requested school attendance area.

Other. Please Explain: \_\_\_\_\_

### Transportation

Transportation will not be provided for students attending schools outside of their attendance area unless otherwise designated for an exception under School Board Policy 798. Transportation may be provided to and from a designated child care facility within the attendance area, providing the child care facility address is eligible for bus service and the request for transfer/retention has been approved.

Will this student need bus service from a child care facility?  Yes  No

Child Care Facility Address (if applicable): \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Action by Receiving Principal:  Request Approved  Request Denied \_\_\_\_\_ Initials/Date

Upon Approval – Signature of Home School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## **Process for Approval of Attendance Area Boundary Exception Requests:**

Parents/Guardians are asked to follow the steps outlined below in securing permission to have their student attend a school outside their designated attendance area. All approved attendance boundary area exceptions will be reviewed annually.

**Step 1:** Parents/Guardians will contact the Building Principal (receiving Principal) of the school in which they desire to enroll the student to inquire about the availability within the grade level.

**Step 2:** The receiving Principal will direct the parent/guardian to complete the "Transfer/Retention Request Form". All attendance boundary exception requests for the start of the school year must be filed with the receiving principal between March 1 and May 15 each year. Attendance boundary exception requests during the school year must be filed with the receiving Principal at least ten (10) school days prior to the desired effective date.

**Step 3:** On the basis of the information available, the receiving Principal will confer with the school of attendance Principal and the Transportation Director regarding the approval or denial of the request and any applicable transportation-related considerations.

**Step 4:** The receiving Principal will act upon Transfer/Retention Request forms for the start of the school year as soon as possible, but no later than June 15. The receiving Principal will act upon Transfer/Retention Request forms for changes during the school year as soon as possible, but within ten (10) school days of the date the request was received. The receiving Principal will provide the parents/guardians with the decision in writing, including any applicable reasoning for denial.

**Step 5:** Requests which are denied by the receiving Principal may be appealed to the Superintendent of Schools. Such denials must be explained to the parent/guardian by the Principal making the decision. Once a student transfer has been approved, the student becomes the responsibility of the receiving school during that school year unless the student leaves the school or another transfer is approved. A request to return to the school in the attendance area where the parent/guardian resides must follow procedures outlined in School Board Policy 798. Approval of such requests is not automatic and is not guaranteed.