

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

**For _____ School Year
(A new application must be filled out every 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. Explanations required, including measures taken at their current school to address the concerns.**
- _____ **2. The place of legal guardian's residence is changed in mid-year. (Proof of residence required.)**

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 their designee."

Exceptions will be granted only when:

1. Medical or physical conditions cause the home school to be less appropriate. Explanation required, including measures taken at their current school to address concerns.
2. The place of residence is changed mid-year and proof of the residence change is provided.

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

Students Currently Attending School District #2 Grades 6-8:

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.

Current 5th Graders Residing in the District:

1. Each 5th grader establishes their home middle school by the location of their legal guardian's residence.
2. The form requesting an out-of-area transfer must be submitted to the 6-12 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 6-8 Moving into the District:

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

Students not abiding by school and district expectations may be taken to a due process hearing and out of area status can be revoked.

No out-of-area transfer requests will be approved unless the request meets the criteria of the existing exceptions.

A student may have only one transfer during their middle school career.

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. Attendance at an out-of-area school requires full observance of school rules and regular attendance.

***I have read and understand the above policy and procedures.**

Parent Signature

Date

FOR SCHOOL USE ONLY

Approved

Denied

Recommendations:

Yes **No**

Home Principal

Date

Executive Director

Date

Yes **No**

Receiving Principal

Date

Comments/Special Provisions:
