

**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. Explanation 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.)**
- _____ **3. Student has a sibling currently attending school for which the request is sought and will be attending in the school year requested.**

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. Explanation required, including measures taken at their current school to address concerns.
2. The place of residence is changed in mid-year and proof of the residence change is provided.
3. A sibling is currently enrolled at the school for which the request is sought and will continue to be enrolled the year the request is being asked for. The transfer request must be submitted to the 6-12 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 their home high 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 9-12 Moving into the District:

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

