

Request for Open Enrollment/Transfer

Date _____ School year _____
 Student name _____ Grade level _____
 Parent(s) name _____
 Address _____ City _____ ZIP _____
 Home phone _____ Work phone _____
 Home school _____ School requested _____

As the parent of the above-named student, I understand:

- Parents must furnish transportation for students granted permission to attend school outside their attendance area unless space is available on district buses without disrupting regular routes and loading areas.
- Open enrollment and transfer students attending a school outside their attendance area shall be granted admission on a year-to-year basis.
- Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.
- Approval of this request is for the above-named student. It does not ensure the approval of siblings.
- If approved, the student is expected to abide by all attendance expectations, academic performance, and behavior regulations of the school.

Parent signature _____
Date

I have received the above request and: _____ approve
 _____ deny for the following reason:

Administrator signature _____
Date