

REQUEST FOR CHANGE IN SCHOOL OF ATTENDANCE

**PARENT INFORMATION**

Parent Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Neighborhood School \_\_\_\_\_  
Physical Address \_\_\_\_\_

**STUDENT INFORMATION**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_

My student(s) CURRENTLY attend \_\_\_\_\_ (name of school – if any)

I would like my student(s) to attend \_\_\_\_\_ (name of school)

Reason for Transfer Request \_\_\_\_\_  
\_\_\_\_\_

Is student receiving special education services? \_\_\_\_\_

If yes, please list services currently receiving \_\_\_\_\_  
\_\_\_\_\_

**School Change Request Conditions (per Policy 3131):**

1. All approvals are granted for the current school year only and must be resubmitted annually for continued consideration.
2. Approvals are subject to revocation if student enrollment increases during the school year.
3. Families are responsible for providing transportation to and from the approved school.
4. Additional factors that may influence approval, denial, or revocation include, but are not limited to: attendance, behavior, and school/grade level/program capacity.
5. Final decisions regarding school change requests rest with the building principal.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved  Denied

Neighborhood School Principal \_\_\_\_\_ Date \_\_\_\_\_

Receiving School Principal \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_