OUT OF ZONE APPLICATION, GRADES K-5

OFFICE USE ONLY:
Received: Time: _____

Your Board of Education has established geographical attendance zones for its school, along with an Assignment to School policy. We hope you will understand that it is difficult to justify transfer for a few people when we are required to enforce school attendance zones for pupils in all grades. Discuss the need for transfer with the principal of the requested school and obtain the signature to complete the application form. You will receive written notification of the decision via a copy of this form.

Student's Full Name:	Student ID #	
Physical address of Parent/Legal Guardian (No PO Box)		
Home Phone Number:	Zoned School:	Child's grade next year:
Work Phone Number:	Requested School:	

□ Is your child a special education student? □ Yes □ No

□ Is your child a 504 student? □ Yes □ No

□ Please give a brief narrative as to your reason (s) for applying to this school.

_____

_____

_____

IF MY REQUEST IS GRANTED, I UNDERSTAND THAT:

- ► If there is overcrowding in the grade/school requested, my child may be reassigned to the zoned school
- ► My child's continued enrollment for the school year depends upon satisfactory attendance, effort and behavior
- ► The student may be asked to return to home school if they acquire 3 office visits or 5 tardies and/or early checkouts
- ► I will be responsible for transportation to the new school assignment
- ► I will strive to maintain a positive and proactive relationship with the Administration and Faculty
- ► Permission is for the current school year only; renewal must be requested before the start of the next school year
- ► It is my responsibility to keep the school informed about any change of address and/or telephone number

I CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Parent/Guardian Signature: _____Date: _____

Principal of requested school _____, Date_____ Approved □ Not Approved □

The principal will send a copy of this form to the requesting parent after a decision has been made.