



DATE:

OPEN ENROLLMENT APPLICATION

PLEASE PRINT	Student name: Last	First	Middle	Nickname	Sex M <input type="radio"/> F <input type="radio"/>
	Address: Street	City		Zip	Phone
	School presently attending:				Grade
	School scheduled to attend next year:				Grade
	School requesting to transfer:				Grade
	Is student receiving Special Education Services? Yes <input type="radio"/> No <input type="radio"/>				
	Reason for request to transfer:				
	Requested effective date:				
	Names of siblings that may request transfer (one sibling must already have been granted transfer and be enrolled for the coming year for priority to be given in transfer process.)				
	Support services your child received at previous school: (Check all that apply) <input type="radio"/> Speech <input type="radio"/> Special Educ. <input type="radio"/> Social Work <input type="radio"/> OT/PT <input type="radio"/> 504/Academic Improvement Plan <input type="radio"/> ELL <input type="radio"/> Math <input type="radio"/> Reading/Writing				

CONDITIONS OF TRANSFER

I Recognize that transfers are granted under the following conditions:

- Staff and facilities of the receiving building can accommodate additional student assignment. If limited spaces are available, a lottery system will determine student's acceptance.
- Parents will provide student's transportation to and from school.
- Transfers, once granted, will remain in effect unless the parent/guardian or the school takes formal action to rescind the transfer.
- Siblings of students on transfer will be given priority if one sibling has already been granted transfer and is enrolled for the coming school year for the second sibling to be given priority in the transfer process. There is no guarantee of siblings being granted transfer.
- Students whose residence within the school district changes from one attendance area to another during the school year may complete the year at the school they are currently attending if permission is granted in writing by the building principal (parents provide transportation). If the following year the parent/student wishes to remain at the school enrollment procedures must be followed.
- It is necessary that students report to school on time and be picked up on time. If a pattern of absences or tardies to school is established or if students are not picked up on time, the student may be sent back to their home school where transportation is provided.
- If you have any questions regarding this procedure, contact your home school principal.

Parent/guardian name (please print)	Parent/guardian phone #
Parent/guardian signature:	

**COMPLETED FORM MUST BE RETURNED
TO CURRENT BUILDING PRINCIPAL**

OFFICE USE ONLY

I am aware of this application of transfer.

Sending school principal

Receiving school principal

Director of Special Education (if applicable)

Approved

Reason

Denied

Parent/guardian notified by (name)

Date