

REQUEST FOR IN-DISTRICT ZONE VARIANCE

MUST BE TURNED IN AT ZONED SCHOOL OF RESIDENCE

Today's Date

School Year

Please indicate placement:

Regular Education

Special Education

Specify:

Student's Name

DOB

Grade Requested

Mailing Address

Physical Address

City, State, Zip Code

City, State, Zip Code

Name of Parents/Legal Guardians

Day Phone

Evening Phone

Cell Phone

Other Contact

Phone Number

School Zone Student **resides in** (turn in form at this site)

Student requests **transfer to**

School Student last attended

Reason for requesting transfer

If request is for child care purposes, provide name, address & phone number of child care provider.

If transfer is approved, **parent is 100% responsible for transportation of student to and from school.** Questions regarding this regulation should be addressed to the school. Student's and parent's/guardian's cooperation with the school is required. Any violations of school rules and regulations will result in the transfer being revoked and the student being returned to the residence school. **REQUEST FOR TRANSFER IS VALID FOR ONE YEAR ONLY, STUDENT WILL BE WITHDRAWN AT THE END OF THE SCHOOL YEAR. A NEW FORM MUST BE COMPLETED ANNUALLY.** Approval for the subsequent year will be based on the school's review of attendance, grades and behavior. All transfer requests, regardless of the reason, are subject to **SPACE AVAILABILITY AND APPROVAL OF THE SUPERINTENDENT/DESIGNEE.** Due to stringent class size mandates, approved zone variances may be withdrawn with very little notice if maximum numbers are in danger of being exceeded in which case a lottery system will be conducted by the Superintendent/Designee to determine which pupils will be permitted to remain.

Signature of Parent/Guardian

Date

Approval Signature of Residence Principal

Date

Approval Signature of Receiving Principal

Date

UPON APPROVAL OF BOTH SCHOOL PRINCIPALS, RECEIVING SCHOOL WILL FORWARD FORM TO SUPERINTENDENT FOR FINAL APPROVAL

Superintendent/Designee Approval

Date

FOR OFFICE USE ONLY:

Granted

Denied

Reason for Denial