



INTRA-DISTRICT TRANSFER REQUEST
2018/2019 school year

Date: _____

TO: Mr. Stefan Czaporowski, Superintendent of Schools

I am requesting permission for my son/daughter to attend a school outside of their designated attendance area. School Committee policy *File: JCA Intra-District Transfers* states:

Special permission may be granted for the following reasons

1. If the change involves a hardship case, or if there are medical considerations.
2. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the student to remain in the former school; permission will not extend beyond the current school year.
3. The request will not cause classroom overcrowding.
4. The change appears to be in the best interest of the student.
5. Approval is for one school year only.
6. The Superintendent, with input from Principals, determines if space is available to accommodate the parental request.
7. The approval can be revoked by the Superintendent of Schools for extenuating circumstances.
8. The parent is responsible for providing transportation for the student to and from the school. **NO** exceptions will be made.
9. Due to enrollment fluctuations, parents may not be notified as to the status of their request prior to the start of school. They will be notified as soon as possible.

Student's Name: _____

Home Address: _____

Grade: _____ 2018/2019 school year Date of Birth: _____ Tel. No: _____

Parent/Guardian Name: _____

Assigned School: _____ Requested School: _____

Do you have other children that are already enrolled in the above school? Yes No

Reason for request: _____

Parent's/Guardian's Signature: _____

OFFICE USE ONLY:

Principal comments: _____

Signature: _____ Date: _____

/cm

cc: Transportation office