

ELEMENTARY OPEN ENROLLMENT/TRANSFER APPLICATION

For School Year 20__ - 20__

Out-of-District Application

In-District Transfer Application

Neighborhood (Home) School: _____

1. School Presently Attending: _____
2. I hereby request that my son / daughter be permitted to attend _____
(Name of receiving school)

ALL TRANSFERS WILL BE DISCONTINUED AT THE END OF THE CURRENT SCHOOL YEAR

3. Parent/Guardian's Name _____
Parent/Guardian's Address _____
_____ Zip Code _____
Home Phone # _____ Work Phone # _____
4. Applicant Student's Name _____
Date of Birth _____ Grade Level as of Today's Date _____

Applicant Student's Name _____
Date of Birth _____ Grade Level as of Today's Date _____

Applicant Student's Name _____
Date of Birth _____ Grade Level as of Today's Date _____
5. Has the student ever been suspended or expelled from school? _____ Yes _____ No
If YES, describe the circumstances (including dates and duration).

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- 6. Reason (s) for requesting attendance in this school.

- 7. Special instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.)

- 8. Specify transportation arrangements that will be made by the parent/guardian.

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A transfer to another district school is a privilege we agree to extend to your student(s) under the following conditions:

- 1. *Parent accepts full responsibility for transporting students to and from school each day.*
- 2. *Regular attendance is required including arrival and departure time as specified by the school.*
- 3. *School rules and procedures are followed with no major discipline violations.*
- 4. *Parent contact information is kept updated.*

I accept the following conditions and understand District #25 maintains the right to review and rescind the transfer if any of the conditions are not consistently met.

Parent/Guardian Signature

Date

Approved *Disapproved* *Pending* *Date* _____

Director's Signature: _____

Reason:

Following action on the application, copies must be sent to: Parents, Building Principal and, for out of district applicants, the director of the home district. If the application is denied, a written explanation for the denial must be attached.

For Office Use Only

A: _____ **T:** _____ **MD:** _____

**Neighborhood School
Building Approval:**

**Receiving School
Building Approval:**
