

RUSH COUNTY SCHOOLS

REQUEST FOR TRANSFER TO "OUT-OF-ATTENDANCE AREA" SCHOOL

SCHOOL YEAR _____ DATE _____

Student (s) Name (s)	Grade in School	Indicate if student is enrolled in Special Ed, Speech, Hearing, Chapter I, Alpha, etc.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for out-of-attendance area request _____

Neighborhood school _____

School currently attending (if different than above) _____

School requested _____

Parent/Guardian _____

Address _____

Home Phone _____ Work Phone _____

Neighborhood students, of course, receive an automatic placement in their own neighborhood school. Those who were granted a transfer to the requested school for the past year will be placed next if space and class size permit. Finally, if space is still available, students from any Rush County Schools will be placed.

Transportation to a "non-neighborhood" school is the responsibility of the parent or guardian. This out-of-attendance area request is applicable for only one year.

Students must have:

- good attendance/without tardiness and dismissal/pick-up not a problem;
- good behavior;
- acceptable grades.

Parents will be notified of the disposition of their request by the end of this current school year.

_____ Parent/Guardian Signature _____
Date _____

PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL WHICH THE STUDENT WISHES TO ATTEND. DEADLINE FOR SUBMITTING REQUEST IS MARCH 15.

ELEMENTARY STUDENT TRANSFERS TO OUT-OF-ATTENDANCE AREA SCHOOLS MUST BE APPLIED FOR EACH YEAR.

OFFICE USE ONLY

The above request is: _____ Approved
_____ Disapproved
_____ Student placed on waiting list

Date: _____

Principal's Signature (receiving school)

Responsibilities of receiving principal:

- _____ contact sending principal to discuss transfer;
- _____ notify parents by letter of the outcome of request (copy to sending principal);
- _____ request records from sending school.