



Newberg School District 29J
Request for Change of School within District Boundaries

School Use: Student ID: _____

Student Name _____ Requested Start Date _____

Current Age _____ Current Grade _____ Request is for 20 ____ - 20 ____ School Year
From _____ School To _____ School

Parent/Guardian Name _____

Present Address _____

Home Phone _____ e-mail address _____

Names and ages of other students living at Student's address:

Name _____ Age _____ Name _____ Age _____

PARENT REASON(S) FOR THIS REQUEST:

I agree to assume all transportation needs of my student if this change is approved. I recognize that this request is for the above mentioned student and only for the time period indicated. I understand that if this request is approved, my student will need to maintain appropriate behavior, attendance, and academic performance or risk revocation of the approval.

Parent Signature _____ Date: _____

Return this form to the either requested or attendance area school. Do not send to District Office.

OFFICE USE ONLY

DETERMINATION OF ATTENDANCE AREA SCHOOL ADMINISTRATOR

Request Approved _____ Request Denied _____

Principal Signature _____ Date _____

DETERMINATION OF REQUESTED SCHOOL ADMINISTRATOR

Request Approved _____ Approved Start Date _____ Request Denied _____

Principal Signature _____ Date _____

Copies to: Parent, Requested School, Resident School

Procedure for Requesting Change of School within District Boundaries

1. Parent/guardian returns form to either requested or attendance area school. The principal of attendance area school discusses the transfer request with the parent and the principal of the requested school.
2. The principal of attendance area school gives approval or denies request and sends form to principal of requested school.
3. The requested school principal may meet with the parent. The requested school principal gives approval or denies request.
4. The parent is notified of the final answer to the request for change of school within district boundaries.
5. Copies are distributed to parent/guardian, requested school and resident school.

Renewal of Approval

1. Approval to attend school outside of the assigned attendance area expires at the end of the current school year.
2. Parents/guardians of the students who are attending outside their assigned areas will be notified by letter to inform them that the request is for the current year and will expire at the end of the school year.
3. Applications to continue attendance outside the assigned area for the next school year must be received by May 15.
4. The procedure outlined above will be followed except that the principals may or may not meet with parents renewing requests.

Additional Considerations

1. No overcrowding will result from the approval of any transfer.
2. Parents will provide transportation unless an existing bus route with space available can accommodate the student.
3. If placement is still to be determined at the requested school, the student will report to the home school until a final determination can be made by both principals.
4. Applications can be submitted by parent/guardian at any time during the year (except for a temporary suspension from March 1 to mid-April while out of district submissions are given consideration). Applications submitted during the summer months will be processed as outlined above in August after the principals return to their buildings. Students will report to the home school if a final decision has not been made by the start of school.
5. Students at all grade levels will have to go through the formal process to attend school outside of their attendance boundaries excluding placement done by school personnel due to academic, overcrowding or transportation situations. These situations will be communicated by the school building principals that are involved.
6. Students who are approved for a transfer must maintain appropriate behavior, attendance, and academic performance.
7. Approval for attending a school other than the attendance area school may be revoked at any time.