

**LAUREL HIGHLANDS SCHOOL DISTRICT
OUT OF ATTENDANCE AREA REQUEST FORM**

Please note:

- You will need to complete a separate request form for each child you wish to have moved to a different school.
- Each form must be completed and notarized before it is submitted to the building principals.
- Parents must visit each school. No faxing of forms will be permitted.

On July 14, 2011, the Laurel Highlands Board of Education adopted a Policy that beginning the 2011-2012 school year, "Out of Attendance Area" Requests, starting with the Kindergarten Class of 2011-2012, will not be considered, unless the student has siblings at the requested school."

School Year for which Request is being made: _____

Parent(s)/Guardian(s) Name(s): _____

Address: _____

Phone Number: (Home) _____ (Work) _____ (Cell) _____

Child's Name: _____ Birthdate: _____

School your child should attend based on attendance area: _____

School child currently attends: _____ Grade: _____

Does child have IEP or any other special needs that must be taken into account: () Yes () No

If Yes, please explain: _____

School I am requesting that my child be permitted to attend: _____

I am requesting change because: _____

(You may also attach a letter with specific reason(s) for your request.)

I realize that this request:

- Will be considered only if the grade size at the receiving school is less that the sending school.
- Will not include any transportation (this is the sole responsibility of the parent/guardian).
- Will be reviewed by the current principal and receiving principal, as well as the district Superintendent.

*Students currently permitted to attend schools outside of their attendance areas can complete their education (through Grade 5) at that school. This would include siblings, however a form will need to be completed for each child in the family.

*Students that are enrolled in one attendance area at the beginning of the school year and move to another attendance area during that same school year can remain in the initial placement only if the move occurs before the end of the first nine week grading period. Any move after the first nine weeks will require the child to transfer to the attendance area of residence.

*This is a privilege that is extended to you and your child, and can be revoked for continued unmodified behavior (discipline), attendance, or other reasons that may be confidential in nature.

Parent/Guardian Signature _____ Date _____

Current Principal Signature _____ Date _____

Receiving Principal Signature _____ Date _____

Superintendent Signature _____ Date _____

Notary Signature: _____ Date _____

My Commission Expires: _____

(NOTARY SEAL)