

# BROOKINGS SCHOOL DISTRICT

## REQUEST FOR ELEMENTARY SCHOOL INTRA-DISTRICT TRANSFER

Policy JECC states that a student **shall** enroll in the school designated to serve the attendance area in which the parent or legal guardian holds legal residence and in which the student resides. Parents or legal guardians, however, may request a transfer to an alternate school. Intra-district transfers will only be allowed if extenuating circumstances exist.

### **Application Guideline and Procedure:**

1. **No** application will be approved if such approval would **increase a projected class size beyond the district's standard.**
2. Applications from **district residents will have preference** over open-enrollment requests.
3. Parent or legal guardian **must complete and return this form** to the district office.
4. Administration will act upon requests and notify the applicant no earlier than August 1<sup>st</sup>.

### **PLEASE COMPLETE:** (please print)

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

No PO Boxes Allowed

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current School/Attendance Boundary: \_\_\_\_\_ Requested School: \_\_\_\_\_

My student currently receives the following services:

504       Special Education       English Language       Other: \_\_\_\_\_

Please list if applicable

What extenuating circumstances exist for your student? \_\_\_\_\_

(attach additional documentation or pages if needed)

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

***THIS FORM NEEDS TO BE RETURNED TO THE DISTRICT OFFICE BY MAY 1<sup>ST</sup>***

\_\_\_ GRANTED

\_\_\_ DENIED

\_\_\_\_\_

Superintendent

\_\_\_\_\_

Date

*If granted, this request will only apply to the child listed. Any future children that may attend the Brookings School District would be assigned to their attendance center based on the district policy. An additional petition would need to be submitted if requesting a different attendance center.*

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap, gender identity and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.