

**OUT OF DISTRICT REQUEST FOR TRANSFER
REQUEST FOR RELEASE AND APPLICATION FOR NONRESIDENT ADMISSION**

All requests for inter-district transfers must be coordinated with both the resident district and the nonresident district in which the student seeks admission. The transfer is limited to one school year or the remainder of the school year.

SECTION I - General Information

This application is a: ____ New Request or ____ Renewal

For the school year: _____ (form must be renewed yearly)

Student's Last Name First Name MI Birthdate Grade

Student's Home Address Apt. # City Zip Code

Mailing Address (if different than student's home address)

Parent/Guardian Name (please print) Phone Number Email Address

Name of School Requested School Currently Attending Resident School District

SECTION II - Student Information

Does your child currently qualify for free or reduced price lunch? Yes No I do not know

In the space below, identify the basis and the specific reason for this transfer request. Please provide as much information as possible, attach supporting documentation as necessary. *Please check one:*

- A financial, educational, safety or health condition affecting the student would be reasonably improved upon as a result of the transfer. *Reason:*

- Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of childcare. *Reason:*

- There is some other hardship or detrimental condition affecting the student or the student's immediate family, which would be alleviated as a result of the transfer. *Reason:*

SECTION III – Other Information

What special school programs or services did this student receive at or through his/her former school?

What special school programs or services will this student require at this school?

SECTION IV – Parent/Guardian Signature

I verify that the information given in this application is accurate and current. I understand that if approved, this application is good for the _____ school year only. I understand that the admission to the nonresident district is based on information provided to the district at this time. A significant change in circumstances or a change in the student’s relationship to the standards listed above or the standards themselves could cause the acceptance to be terminated. I understand transportation arrangements are the responsibility of the parent(s)/guardian(s).

Parent/Guardian Signature

Date

Applications should be received prior to the opening day of school. If the number of students requesting admission exceeds the maximum number allowed in a grade level, selection will be done by lot. Applications received after the opening day of school will be handled on an individual basis.

SECTION V – RECOMMENDATIONS

Recommendation of Resident School District:

Request for release meets district criteria above and is granted for the school year indicated. It shall be the responsibility of the parent(s)/guardian(s) to provide transportation to and from school.

Resident School Superintendent

Date

Recommendation of Nonresident School District:

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- Whether space is available in the grade level or classes in the building in which the student desires to be enrolled;
- Whether appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his/her district of residence;
- Whether the student’s attendance in the district is likely to create a risk to the health or safety of other students or staff;
- Whether the student’s attendance will cause the district financial hardship; and/ or,
- Whether the student’s disciplinary records indicate being expelled or suspended from another school, or a history of violent or disruptive behavior, or gang membership.

Nonresident School Principal Recommendation

Approved Denied

Principal’s Signature

Date

FINAL DISTRICT DECISION

Approved Denied

Clarkston Superintendent’s Signature

Date