



Request for Student to Enroll in or Transfer to School in Attendance Area Where New Home is Located or Being Built

Currently enrolled students:

- Must submit application prior to the start of the school year
- Must be moving into the residence within the first semester
- Applications will not be accepted if submitted after the first day of school for the current school year

New students:

- Must submit application at the time of enrollment
- Must be moving into the new residence within the semester of their enrollment

Forms to be submitted (for both enrolled and new students):

1. Completed *5120 F2 Request for Student to Enroll in or Transfer to School in Attendance Area Where New Home is Located or Being Built*
2. Proof of current residence within the School District (lease agreement/auditor report **and** utility bill)
3. **New build** – Copy of your contract to build, a letter from your builder stating the date the hole was excavated, and the anticipated completion date **-OR-**
Existing home – Copy of your purchase agreement, letter from the realtor confirming the address, and the scheduled closing date.

Requests will be submitted to the Deputy Superintendent. Approval will depend on availability of specific academic programs and capacity of the school building. If approved, transportation will be the responsibility of the parent.

For families moving into the School District from another school district, see Board Policy 5111 – *Eligibility of Resident/Nonresident Students*, and related forms.

To be completed by parent

Student's name: _____ Birth date: _____ Grade: _____

Current address: _____

New address: _____

Phone number: _____ Anticipated date of move: _____

School currently attending or school where temporary housing is located: _____

Home school after move: _____

Parent/Guardian's name: _____

Rationale to enroll/transfer: _____

Parent's signature

Date

Student ID _____

To be completed by the Deputy Superintendent:

____ Request **denied** for the _____ school year ____ Request **granted** for the _____ school year

Rationale for decision: _____

Deputy Superintendent or designee signature

Date