



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

- Requests using this form must be submitted *over the summer* and prior to the start of the school year for consideration.
- Who is eligible to make a request? Families *currently living in the district* who are *moving to a new attendance area in the district (only exception to the summer rule would be new families that move into the district after the school year begins and will be in their new homes within four months)* and are:
  - Building a new home within the district when the home is projected to be completed within the first semester of school, and the builder has provided documentation that excavation has begun (the foundation hole has been dug)
  - Purchasing an existing home within the district and the family will take possession of the home within the first semester of school

**New build home:** Please attach a copy of your contract to build, a letter from your builder stating the date the hole was excavated for the new build, and the anticipated completion date.

**Existing home:** Please attach a copy of your purchase agreement and a letter from your realtor confirming the address of the residence and the scheduled closing date.

- Requests will be submitted to the Deputy Superintendent, and approval will depend on availability of specific academic programs and capacity of the school building. For families moving into the 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

***To be completed by the Deputy Superintendent:***

\_\_\_\_\_ Request **denied** for the \_\_\_\_\_ school year      \_\_\_\_\_ Request **granted** for the \_\_\_\_\_ school year

Rationale for decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Deputy Superintendent's Signature

\_\_\_\_\_  
Date