

**OUT-OF-ZONE STUDENT
TRANSFER REQUEST FORM
ELEMENTARY SCHOOL (GRADES PK-5)
2023-2024**

Please complete form and submit to the current/zoned school with:

1. Verification of residence (current copy of electric, gas or water bill) and
2. All required supporting documentation (as outlined below beside reason for request).

Application Type: New ☐ Renewal ☐

Active Military: Yes ☐ No ☐

Student: _____ **DOB:** _____
Last Name First Name MI

Parent/Guardian: _____

Street Address: _____ Covington, VA Zip: _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

Requested School: _____

School Serving Area of Residence: _____

School of Current Attendance: _____

Grade level (for school year of request): PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Special Programs/Services: 504 Plan ☐ Special Education ☐ Other: _____

Reason(s) for Request:

☐ **Child of a AHPS Employee Primarily Assigned to Requested School**

☐ **Extenuating Circumstances**

Include documentation showing educational reasons, exceptional hardship or other extenuating circumstances, along with a detailed explanation.

☐ **Child Care** (Elementary School only)

Include *Elementary School Childcare Form*, completed by Childcare Provider

☐ **Residence Change during School Year of Request (Not applicable for moves during the summer or previous years.)**

Include signed real estate purchase agreement/closing document or signed lease agreement as verification of residence change.

☐ **Victim of a Crime**

Include police report(s) and/or school incident report(s).

Additional Description/Explanation of Above Reason(s) for Request: (may include additional sheets if necessary)

Parent/Guardian Placement Agreement:

I understand that if this placement request is approved:

1. Transportation will not be provided by the school division and is the responsibility of the parent/guardian.
2. Enrollment may be revoked for poor grades, low attendance, excessive tardiness, disruptive or uncooperative behavior on the part of the student and/or parent/guardian, overcrowding, or other factors.
3. Approval does not constitute a permanent transfer and an application must be submitted for approval yearly.

I certify that all of the information on this application form is correct to the best of my knowledge and belief. I understand the placement agreements as listed above, and I understand that an incomplete application, missing proof of residence and/or required documentation will result in denial of the OOB request.

Signature of Parent/Legal Guardian _____ Date _____

Submit with current copy of utility bill and all required supporting documentation to student's current/zoned school.

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Principals' Decisions

Routing Instructions:

1. Principal of current/zoned school will review OOB and approve/deny request.
Note: Consult with Student Services if student is eligible under IDEA
 2. If approved by current/zoned school Principal,
 - a. Forward OOB to Principal of requested school.
Note: If requested school is the same as current/zoned school, send written notification to parent/guardian. Disregard additional steps (b. & c.).
 - b. Principal of requested school will review and approve/deny request.
Note: Consult with Student Services if student is eligible under IDEA.
Requested school will send written notification to parent/guardian. (If denied, also send to Student Services).
- If denied by current/zoned school Principal,
- a. Principal will send written notification to parent/guardian and Student Services.

Current/Zoned School

☐ Approved ☐ Denied

Reason(s): _____

School: _____ Principal Signature: _____ Date: _____

Requested School

☐ Approved ☐ Denied

Reason(s): _____

School: _____ Principal Signature: _____ Date: _____

School Board Office Leadership

☐ Approved ☐ Denied

Notes: _____

Coordinator's Signature: _____ Date: _____