

LEBANON SPECIAL SCHOOL DISTRICT

REQUEST FOR STUDENT TRANSFER 2009-2010
-ALL TRANSFERS PENDING SPACE AVAILABILITY-

PARENTS COMPLETE THIS SECTION OF FORM ONLY

Student Name Last First Middle Age DOB Current Grade

Parent/Guardian Name Home Phone

Address Work Phone

City/State/ZIP Email Address

School/District Zoned For

School Requested (check one)

- Byars Dowdy Elementary, Coles Ferry Elementary (*See Note), Sam Houston Elementary, Castle Heights Upper Elementary, Walter J. Baird Middle

*Additional restrictions for Coles Ferry Elementary due to space.

If your child currently attends a school in LSSD, have you pre-registered him/her for 2009-2010? YES NO

If residence is in another school district and this request is made after July 13, 2009, has release been approved by previous school district? YES (Provide proof) NO

School last attended

Did you have an approved transfer to Lebanon Special School District last year? YES NO

Are you a LSSD Employee (Provide information below) WCS Employee (Provide information below) Neither

Job Title Supervisor Location

Explain reason for this request:

I have read the applicable Board Policy and understand my compliance responsibilities.

Parent Signature

Date

FOR CENTRAL OFFICE USE ONLY:

DATE REC'D: REC'D BY:

Requested School's Principal Approval/Denial:

APPROVED: (there is available space with current staffing)

DENIED:

PRINCIPAL'S SIGNATURE

DATE

Director/Designee:

APPROVED

DENIED

DIRECTOR'S SIGNATURE

DATE

The Director of Schools' Office will notify parents in writing of the approval/denial of their request in July.

Approved transfers may be revoked by the Director of Schools at any time due to one or more of the following reasons:

- student enrollment of zoned students significantly increases and negatively impacts the availability of space to house transfer students;
chronic student misbehavior that negatively impacts learning in the school setting; and
chronic attendance issues (absences, tardies, early dismissals).