

NORTH PENN SCHOOL DISTRICT
APPLICATION FOR TRANSFER OF SCHOOL ATTENDANCE - SECONDARY
School Year 20____/20____

SECTION I: (To be completed by parent/ legal guardian) **Please Print Clearly**

PARENT/LEGAL GUARDIAN MAKING THIS REQUEST: _____

CURRENT ADDRESS (Street, City, Zip Code): _____

CONTACT EMAIL ADDRESS: _____

(Notification of TOA decision will be sent to this email address)

1. CHILD'S NAME: _____ GRADE _____ STUDENT NO.: _____

2. CHILD'S NAME: _____ GRADE _____ STUDENT NO.: _____

3. CHILD'S NAME: _____ GRADE _____ STUDENT NO.: _____

HOME SCHOOL: _____

REQUESTED SCHOOL: _____

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SECTION II: (To be completed by parent/ legal guardian) **Please Print Clearly**

This transfer request is necessary due to (please check one and provide requested information):

Daycare needs Provider's Name: _____ Address: _____

A letter from attending Day Care provider is required to verify enrollment.

Moving New Address: _____

Other Compelling Reason: Please explain – (attach additional sheet if necessary) _____

Does student have an IEP? Yes No

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SECTION III: (To be notarized)

Transfers of attendance are considered a privilege and may be rescinded by the school district if need be. I understand that this transfer is for the duration of the middle school years and does not require annual approval. I understand that transportation for my child to the requested school is my responsibility.

Please have this completed application form notarized prior to submitting it to the Educational Service Center.

Signature of Parent/Legal Guardian

Date

*Please attach current custodial agreement and provide signature of shared submitting parent.

Signature of shared Parent/Legal Guardian

Date

Subscribed and sworn to before me this ____ day of ____ 20____ .

Notary Public

Seal of Notary Public

Centralized Transfer of Attendance Procedures for Secondary Students

Transfer of Attendance forms will be due the first week of June for secondary requests.

Parents/guardians whose situation changes may submit a request for a Transfer of Attendance at any time following the June deadline with an understanding that decisions will be made as requests are received.

TOA requests for middle school must be completed, notarized, and submitted to the office of the Assistant Superintendent at the ESC as appropriate.

Review of applications:

- Secondary principals will meet to discuss and determine the disposition of requests. The Assistant Superintendent will review the decisions.
- Families will be informed of decisions concerning TOA requests via email when possible [if not via mail] by the Assistant Superintendent's office.
- Requests submitted after the June deadline for Secondary TOA's will be addressed on a case by case basis and decisions will be made in a timely manner.
- Requests for students with Individual Education Programs (IEPs) will be reviewed in conjunction with the Supervisor of Special Education for the assigned student.

Parents/guardians with students in secondary schools will be notified by the email address on the application once decisions have been finalized.

Notification of the status of the TOA will be sent to the respective buildings and Transportation. Originals will be filed with the Assistant Superintendent. TOA's will be tracked in a district database.

Transfers of Attendance are considered a privilege and are granted only to those students whose behavior and attendance are satisfactory. Failure to meet these requirements may result in the student being returned to his/her home school.

SECTION V: (THIS PORTION IS FOR DISTRICT USE ONLY)

SIGNATURE - PRINCIPAL OF HOME SCHOOL: _____ APPROVED: _____ DENIED: _____

SIGNATURE - PRINCIPAL OF REQUESTED E SCHOOL: _____ APPROVED: _____ DENIED: _____

SIGNATURE – SPECIAL ED. SUPERVISOR: (if applicable) _____ APPROVED: _____ DENIED: _____

1. STUDENT'S NAME: _____

2. STUDENT'S NAME: _____

3. STUDENT'S NAME: _____

REASON FOR DENIAL: _____

ASSISTANT SUPERINTENDENT:: _____ DATE: _____