Centralized Transfer of Attendance Procedures for Elementary Students

1. Transfer of Attendance forms will be due **June 7th, 2019** for elementary requests.
2. Applications for a Transfer of Attendance will be available at the ESC, on the District website under the For Families tab ([www.npenn.org](http://www.npenn.org)) and at all elementary school buildings. – Please use the 2019-20 School Year Form.
3. TOA requests must be completed, notarized, and submitted to the office of the Director of Elementary at the ESC as appropriate.

Review of applications:

1. Elementary principals in requested buildings will be contacted to discuss and determine the disposition of the request. The Director of Elementary Education will communicate the decisions via letter with parents/guardians and by email for school personnel.
2. Students with Individualized Education Programs (IEP’s) will be reviewed in conjunction with the Supervisor of Special Education for the assigned student.
3. Parents/guardians in the elementary schools **will be notified once decisions have been finalized**.
4. Copies of letters and TOA’s will be sent to the respective buildings; originals will be filed at the ESC. In addition, copies of the approved TOA’s will be sent to Transportation, Child Accounting, and Extended School Care (for elementary only).
5. TOA’s will be tracked in a district data base.
6. Letters to current elementary TOA families will be sent by the Director of Elementary Education office annually reminding parents to reapply if necessary as TOA’s are a one-year agreement. TOA forms will be included in the mailing.
7. Transfers of Attendance are considered a privilege and are granted only to those students whose behavior and attendance are satisfactory. Failure to meet those requirements may result in the student being returned to his/her home school.
APPLICATION FOR TRANSFER OF SCHOOL ATTENDANCE

ELEMENTARY

School Year: 2019-2020

SECTION 1: (To be completed by parent/legal guardian; District to supply student number)

PARENT/LEGAL GUARDIAN MAKING THIS REQUEST: __________________________________________

HOME ADDRESS: _______________________________________________________________________

HOME PHONE: ______________ WORK PHONE: ___________________ EMAIL: ___________________

1. CHILD’S NAME: ___________________ GRADE 2019/20: _______ STUDENT I.D. #: __________
2. CHILD’S NAME: ___________________ GRADE 2019/20: _______ STUDENT I.D. #: __________
3. CHILD’S NAME: ___________________ GRADE 2019/20: _______ STUDENT I.D. #: __________

HOME SCHOOL: ___________________ REQUESTED SCHOOL: ___________________

SECTION II: (To be completed by parent/legal guardian)

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

______ Daycare needs: Provider’s Name__________________________________________________

Address: ___________________ Phone: ___________________

* A letter from attending Day Care provider is required to verify enrollment and must be attached to this form to be eligible.

______ Other Compelling Reason: Please explain. (attach additional sheet if necessary)

Does the student have an IEP? ______ Yes ______ No

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 if the transfer is approved, it is for ONE YEAR ONLY and MUST BE RESUBMITTED and approved annually. Approval of transfers of attendance is based on enrollment figures and availability of space in the requested school. Extended School Care may NOT be available at the requested school.

*I understand that transportation for my child to the requested school is my responsibility.

Please have this completed application form notarized prior to returning it to the Educational Services Center for consideration.

_________________________________________ __________________________

Signature of Parent/Legal Guardian Date

*Please attach current custodial agreement and provide signature of shared custodial parent/guardian when applicable.

_________________________________________

Signature of shared Parent/Legal Guardian

Subscribed and sworn to before me this _____ day of ___________________ 20__________

_________________________________________

Notary Public Seal of Notary Public

APPROVED: DIRECTOR OF ELEMENTARY EDUCATION __________________________ DATE: