Pasco School District
Middle School Request for Attendance Zone Transfer Board Policy 3131

School Year: 2022- 2023

Is this a Renewal Request: ☐ YES ☐ NO

Student Name	Grade	Student ID #

Parent/Guardian Information:

Name: _____

Address: _____

_____

Phone (Home/Cell/Work): _____

Is Parent/Guardian a PSD Employee? ☐ YES ☐ NO

If yes, Work Location: _____

Transfer Request:

Assigned Middle School: _____

Requested Middle School: _____

Reason for requesting transfer:

Transportation:

Method of transporting student to/from school will be:

_____

The application for transfer out of your attendance area brings with it certain responsibilities. Good attendance habits play a large part in the student's learning achievement. It is the parent's responsibility to make sure the student is getting to school every day, on time. When the student is ill or there is a family emergency, it is the parent's responsibility to inform the school immediately of the situation. Excessive absences, tardiness, and/or discipline issues may render this transfer request null and void and the student may be returned to their boundary area school.

District Use Only:
[Date Stamp]

Approved? ☐ YES ☐ NO

Signature: _____

Date: _____

Parent Notification (initial): _____

Program Needs – Check any that apply:

_____ Highly Capable
_____ ELL Services
_____ Special Education (IEP)
_____ 504 Plan

Please Note: It is the parent's responsibility to provide transportation for parent requested transfers to an out-of-attendance area school unless established routes are in place. If it becomes necessary to transfer students to ease overcrowding, students from out-of- attendance-area schools will be the first ones considered.

For purposes of this policy and procedure, "hardship" means a unique circumstance beyond the control of the student and/or parent or guardian requiring a waiver of residence. Curriculum offerings, usual maturation problems, family situations, or peer relationships do not constitute a hardship. The burden of providing evidence that a hardship exists shall be borne by the student. There must be a direct causal relationship between the claimed hardship and the student's request for a transfer.

Your signature below indicates you understand the Pasco School District Attendance Zone Transfer board policy and procedures 3131 and your responsibilities regarding transportation and attendance.

Parent/Guardian Signature: _____ Date: _____