

ATTENDANCE AREA CHANGE REQUEST
Bend-La Pine Schools

Attendance area boundaries are established for every school in the Bend-La Pine Schools. This is done to keep enrollment balanced according to capacity.

Area change requests will generally be approved if there is space available at the requested school. To enable planning at the respective schools and to receive maximum consideration, parent/guardians requesting a transfer should submit a completed "Attendance Area Change Request" form to their home elementary or middle school principal by **April 10**, and to their home area high school principal by **March 1**.

Firm enrollment numbers are often not known until late August, so in some cases approval or rejections cannot occur until the Friday prior to the first day of school.

PARENTS ARE RESPONSIBLE FOR TRANSPORTATION* OF OUT-OF-AREA STUDENTS.

Please read the following regulations regarding area change:

1. Students who move to another attendance area during the school year will be allowed to remain at their original school for the remainder of the school year. **Transportation* must be provided by parents.**
2. Transfers are subject to an annual review. Once a student has transferred, he/she must remain at the transfer school for one year.
3. Poor attendance or discipline problems may result in a student being transferred back to the home school **prior to the annual review**. The receiving school may send the student back to their home school if he/she is in violation of school rules or policies.
4. Transfers will **NOT** be granted for athletic purposes.
5. Siblings are not automatically guaranteed acceptance.
6. If a student is moving into the requested school's attendance area, proof of residence is required (e.g. rent receipt/agreement; copy of earnest money deposit, utility bill/agreement).

***USING THE SHUTTLE BUS SERVICE IS NOT A VIABLE FORM OF TRANSPORTATION AS STUDENTS MISS VALUABLE CLASS TIME IN ORDER TO RIDE THE SHUTTLE BUS.**

I have read and understand the above regulations regarding attendance area change requests.

[Signature] 8.21.15
(Student Signature & Date)

[Signature] 8.21.15
(Parent Signature & Date)

Home School: Bend High

Requested School: Summit High School

Student Name: Brian Rill

Phone Number: 541-891-7090

Address: 11128 Brown Trout PL
(NUMBER, STREET, ZIP CODE)

Grade: 12
(CURRENT YEAR)

Reason for Request (attach additional sheet if needed): Better fit for student

UPON COMPLETION, SUBMIT THIS FORM TO THE HOME SCHOOL (RELEASING) SCHOOL'S PRINCIPAL.

☒ Approved

Date: 8/21/15

☐ Rejected for the following reasons: _____

Signature Receiving Administrator: _____

Signature Releasing Administrator: _____

DISTRIBUTION: WHITE-RELEASING ADMINISTRATOR

YELLOW-RECEIVING ADMINISTRATOR

PINK-PARENT/GUARDIAN

REVISED: 09/10

GS-414 (3 NCR)