

FROM: _____
Sponsor Rank First Name MI Last Name and Housing/Quarters Address

SUBJECT: Request for Out of District Attendance/Enrollment, 2011-2012

<u>Student Name</u>	<u>Grade</u>	Districted	<u>School of Enrollment Requested</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby request that my child attend a school other than the one assigned to serve my housing area. Please consider the following criteria when reviewing this request:

I understand that if approved, this request is for the current school year only and that transportation to and from school is my responsibility.

Parent/Sponsor Name Parent/Sponsor Signature and Date

----- **only one request per family required** -----

Request initiated at _____ school on (date) _____. Recd by _____.

Copy sent/faxed to Principal, _____ School; Principal, _____ School on (date) _____

----- ENDORSEMENT -----

MEMORANDUM FOR ASSISTANT SUPERINTENDENT, CLDS

SUBJECT: Parent Request for Out of District Enrollment

Forwarded recommending _____ approval; _____ disapproval based on the enrollment noted below in the affected grade level(s).

Grade _____ enrollment: _____ PTR: _____

Grade _____ enrollment: _____ PTR: _____

_____, Principal Date: _____

Forwarded to Assistant Superintendent on (date) _____
