

STUDENT SCHOOL/BUILDING ASSIGNMENT CHANGE

REQUEST FORM

MUST COMPLETE ONE FORM PER CHILD

TODAY'S DATE: ____/____/20__

STUDENTS NAME:(LAST)_____ (FIRST)_____ (MI)_____

ADDRESS: _____ CITY: _____ ZIP: _____

PARENT/GUARDIAN: _____ HM PH: (____)____ - _____ WK PH: (____)____ - _____

RESIDENTIAL ASSIGNED SCHOOL/BUILDING: _____ GRADE: _____

REQUESTED ATTENDANCE FOR SCHOOL/BUILDING: _____

REQUEST FOR RESIDENTIAL SCHOOL/BUILDING ASSIGNMENT CHANGE:

Students have been assigned to their resident school/building; parents seeking exceptions must apply for limited openings for the coming year.

"The assignment of children to their resident school/building assignment is the responsibility of the Butler Area School District. Parents must recognize that school/building assignments **cannot** be customized to meet every individual need and still be part of an efficient education system."

Class sizes will be limited to approximately 20 students in grades K – 3, and 25 students in grade 4.

1. **THIS REQUEST IS NULL AND VOID AT THE END OF THE SCHOOL YEAR.** Each student will be reassigned to their residential school/building at the end of each school year. **Requests must be approved on a yearly basis by completing the required form. Requests will only be accepted after June 1st for the upcoming school year.**
2. Requests will be considered as temporary subject to classroom overloads created as a result. The request will be terminated should space be required to seat additional students legitimately assigned on the basis of address.

Parent/Guardian:

Reason for request: _____

I understand the policy and procedure as stated above. I also understand I may not be notified until approximately one month prior to the start of the upcoming school year.

PARENT/GUARDIAN SIGNATURE

Date: ____/____/20__

PRINCIPAL:

Requests will be approved based on student enrollment. If the request is granted, there will be ____ (number) children in the student's class.

PRINCIPAL SIGNATURE: _____ **Date:** ____/____/20__

Accepted: _____ **Denied:** _____

PARENTS WILL BE NOTIFIED APPROXIMATELY ONE MONTH PRIOR TO THE START OF SCHOOL.

SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE:

RECEIVED: ____/____/20__ APPROVED - ____/____/20__ DENIED - ____/____/20__

DENIED REQUEST EXPLANATION: _____

Copy to: Parent Residential School /Building Transportation Administration