

**ALPINE SCHOOL DISTRICT
REQUEST FOR OUT-OF-AREA TRANSFER**

Prior District # _____

<p>Please check appropriate box:</p> <p>Early Enrollment Period Transfer Application (Submitted between December 1 and the third Friday in February in order to transfer the following school year.)</p> <p>Year requested, 20 _____</p>	<p>Please check appropriate box:</p> <p>Late Enrollment Period Transfer Application (Submitted outside of the early enrollment period.)</p> <p>Please check one and indicate the year requested:</p> <p>Current year, 20 _____ Next year, 20 _____</p>
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TO BE COMPLETED BY PARENT:

Date of Application _____

Student Name _____ Birthdate _____ Grade _____ Student # _____

Legal Address _____ City _____ State _____ Zip _____

Resident School _____ Current School _____

Requested School _____ Reason for Request _____

Has the student ever been suspended or expelled from a public school? Yes No If yes, please explain: _____

Does this student have any IEP or 504 accommodations? (Check applicable box/es) IEP 504
If checked, a copy of the current IEP and/or 504 plan must be attached to this form. The receiving principal must consult with the Special Education Department (IEP) or the Department of Human Resources (504 plan).

As the parent/guardian, by signing below I acknowledge that I have read, understand, and agree with the information on this, and the reverse side of this form. In addition, my student is willing to comply with the policies of Alpine School District.

 Parent/Guardian Signature Date Home Phone Work Phone

TO BE COMPLETED BY SCHOOL ADMINISTRATORS AND STUDENT SERVICES DEPARTMENT:

A Principal's signature does not admit a student to a closed school. Both principals should discuss the transfer before final approval is given. District authorization could be granted if extenuating circumstances are verified.

 Resident School Principal Signature Date Requested School Principal Signature Date

Requested School Principal Decision: Approved Denied

Reasons for denial _____

Director of Students Services Decision: Approved Denied

 Director of Student Services Date District Administrator (if required) Date

Cases of Prior Suspension or Expulsion

► A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53A-2-208(3)(b).

► A student with prior behavioral problems may be granted **provisional enrollment** provided the student and parent sign an agreement with the school or the school district: (1) establishing the conditions of continued enrollment and, (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53A-2-208(3)(c).

If Applicable, Provisional enrollment: Approved Denied Approved per attached agreement

Director of Student Services	Date	District Administrator (if required)	Date
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GENERAL INFORMATION

- 1) All transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under 53A-2-207(4)(c).
- 2) If enrollment at the transfer school is projected to exceed 90% of capacity for the next school year, transfer students may be asked to return to the school of residence.
- 3) The parent or guardian of transfer student shall arrange for the students' own transportation to and from out of area schools.
- 4) Students admitted to an out of area school may remain enrolled without renewed applications for attendance in subsequent years at the school unless any of the following occurs: The student graduates; Is no longer a Utah resident; The student is suspended or expelled from school; The district determines that enrollment will exceed the open enrollment threshold.
- 5) A request may be denied in cases where the student has a history of behavior problems, been suspended or expelled, or where the school/grade level has been declared closed to out of area requests.
- 6) Students may also be returned to their school of residence if they are suspended or expelled from school or they violate agreed upon conditions of enrollment.
- 7) Parents or guardians of out of area students may withdraw the student from the out of area school for enrollment in another school by:
 - a) Submitting a notice of intent to enroll in the resident school for next school year, by March 15 of the current year.
 - b) Submitting notice of intent to enroll in another out of area school for the following year, by March 15 of the current year.
 - c) Gaining approval from the school of attendance and an out of area school to transfer during the school year.
- 8) Students seeking to participate in interscholastic competition will be subject to the policies established by the Utah High School Activities Association and should contact the association to verify activity eligibility.
- 9) Any falsification of information on this request form will result in cancellation of transfer.