# STUDENTS 09.11 AP.22

Application for Change in School Assignment

Form to be used by Madison County resident requesting assignment to a school outside their school district area.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

School Now Enrolled In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Grade Enrolled In\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_

Districted School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date of Requested Change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State the reason for requesting this change in assignment: If request is based on hardship, give full details of the hardship. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing this document, I am agreeing that:

* The specific details of our situation are covered in the written statement.
* We acknowledge that transportation to and from school is our responsibility.
* We understand that a student may be transferred back to the home (districted) school if the student’s presence causes a particular class to be near, or over the cap size limit.
* The student must also make acceptable academic progress, be in regular attendance and demonstrate acceptable behavior.
* Transfers involving athletes will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
* Requests for changes in assignment for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.
* I understand that, if approved, this change in assignment will be granted for only one (1) school year.

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 ***Parent/Guardian’s Signature Date***

To Be Completed By Authorized Personnel

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Principal of Requested School's Signature Date

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 Principal of Districted School's Signature Date

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 Superintendent/designee’s Signature Date

Review/Revised:2/13/2014