

NORTH PENN SCHOOL DISTRICT
Educational Services Center
401 East Hancock Street Lansdale, PA 19446

APPLICATION FOR TRANSFER OF SCHOOL ATTENDANCE

ELEMENTARY

School Year: 2021 /2022

SECTION I: (To be completed by parent/legal guardian; District to supply student number)

PARENT/LEGAL GUARDIAN MAKING THIS REQUEST: _____

HOME ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ EMAIL: _____

- | | | |
|------------------------|----------------------|-----------------------|
| 1. CHILD'S NAME: _____ | GRADE 2021/22: _____ | STUDENT I.D. #: _____ |
| 2. CHILD'S NAME: _____ | GRADE 2021/22: _____ | STUDENT I.D. #: _____ |
| 3. CHILD'S NAME: _____ | GRADE 2021/22: _____ | STUDENT I.D. #: _____ |

HOME SCHOOL: _____

REQUESTED SCHOOL: _____

SECTION II: (To be completed by parent/legal guardian)

This transfer request is necessary due to (Please check one and provide requested information)

_____ Daycare needs: Provider's Name _____

Address: _____ Phone: _____

***A letter from attending Day Care provider is required to verify enrollment and must be attached to this form to be eligible.**

_____ Other Compelling Reason: Please explain. (attach additional sheet if necessary)

Does the student have an IEP? _____ Yes _____ No

SECTION III: (To be notarized) - Transfers of attendance are considered a privilege and may be rescinded by the school district if need be. I understand that if the transfer is approved, it is for **ONE YEAR ONLY** and MUST BE RESUBMITTED and approved annually. Approval of transfers of attendance is based on enrollment figures and availability of space in the requested school. Extended School Care may NOT be available at the requested school.

***I understand that transportation for my child to the requested school is my responsibility.**

Please have this completed application form notarized prior to returning it to the Educational Services Center for consideration.

Signature of Parent/Legal Guardian

Date

***Please attach current custodial agreement and provide signature of shared custodial parent/guardian when applicable.**

Signature of shared Parent/Legal Guardian

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

Seal of Notary Public

APPROVED: DIRECTOR OF ELEMENTARY EDUCATION _____ DATE: _____

Centralized Transfer of Attendance Procedures for Elementary Students

1. Transfer of Attendance forms will be due **the first week in June** for elementary requests.
2. Applications for a Transfer of Attendance will be available at the ESC, on the District website under the For Families tab (www.npenn.org) and at all elementary school buildings.
3. TOA requests must be completed, notarized, and submitted to the office of the Director of Elementary at the ESC as appropriate.

Review of applications:

1. Elementary principals in requested buildings will be contacted to discuss and determine the disposition of the request. The Director of Elementary Education will communicate the decisions via letter with parents/guardians and by email for school personnel.
2. Students with Individualized Education Programs (IEP's) will be reviewed in conjunction with the Supervisor of Special Education for the assigned student.
3. Parents/guardians in the elementary schools will be notified once decisions have been finalized.
4. Copies of letters and TOA's will be sent to the respective buildings; originals will be filed at the ESC. In addition, notification will be sent to Transportation, Child Accounting, and Extended School Care (for elementary only).
5. TOA's will be tracked in our district data base.
6. Letters to current elementary TOA families will be sent by the Director of Elementary Education annually reminding parents to reapply if necessary as TOA's are a one-year agreement. TOA forms will be included in the mailing.
7. Transfers of Attendance are considered a privilege and are granted only to those students whose behavior and attendance are satisfactory. Failure to meet those requirements may result in the student being returned to his/her home school.