

INTRADISTRICT ATTENDANCE CHANGE REQUEST

Western Placer Unified School District
 600 Sixth Street, Suite 400
 Lincoln, CA 95648
 Phone: (916) 645-6350 • Fax: (916) 645-6356

New Applicant

Please Complete One Form Per Child

Renewal

The Board of Trustees of the Western Placer Unified School District, hereby agree to permit the within named student, while residing in the _____ School attendance area, to attend _____ School during the school year ending June 30, 20____ subject to the following terms:

1. **Student will maintain good attendance and proper behavior as determined by the principal of the school of attendance.**
2. **No transportation will be provided except as required by P.L. 107-110, Section 116 and Board Policy 5116.**

STUDENT

PARENT/GUARDIAN

Name: _____

Name: _____

DOB: _____ Current Grade: _____

Physical Address: _____

Grade Next Year: _____

Mailing Address: _____

Reason for Request: _____

City, State, ZIP: _____

Home Phone: _____

Work Phone: _____

Other: _____

Parent Signature: _____ Date: _____

THIS SECTION FOR SCHOOL/DISTRICT USE ONLY

Granted: _____
 Denied: _____ Date: _____

PRINCIPAL (Releasing School)

Granted: _____
 Denied: _____ Date: _____

PRINCIPAL (School of Destination)

Granted: _____
 Denied: _____ Date: _____

SUPERINTENDENT/DEPUTY SUPERINTENDENT

1. **Intradistrict Change Requests are valid for one year only and must be applied for each new school year by the last day of the preceding school year. Intradistrict students may be asked to return to their school of residency to permit new students to enroll in their neighborhood school. Shifts will usually happen within the first 10 days of the beginning of the school year, or at the trimester/semester. Exceptions are seen in BP 5116.1.**
2. **Students who are overflowed by the district due to lack of space at their school of attendance and whose parents request an intradistrict transfer to an alternative school to the district-identified overflow school will be considered on a space-available basis. The district-identified overflow school is chosen to guarantee continued enrollment at that school. The district cannot guarantee continued enrollment at alternative sites.**