Pendleton School District 16R	Code: **JECC-AR** Revised/Reviewed: 12/13/99; 7/12/10 Orig. Code(s): AR-JECC

Student Transfer Request

The district is divided into four elementary school attendance areas. Students are normally assigned to the elementary school in the attendance area in which they reside.

Parents may request to enroll their student(s) in another elementary school under the following guidelines:

1. Students who live in their designated attendance area will be given first priority. Those who live outside the attendance area will be returned to the school of their attendance in their attendance area if the classes in the requested school are above the district's established guidelines for class size.

2. Parents will be responsible for providing a safe and appropriate mode of transportation to the school being requested.

3. Regular and punctual attendance is required. If attendance becomes a problem, the student(s) may be required to return to their attendance area school.

4. If the request to transfer is granted, the only additional request that will be honored during the school year will be to return to their attendance area school.

5. All transfer request will be considered based on availability of space at the receiving school and parent's willingness to transport child(ren). Transfer requests are good for one year only and parents must renew annually.

Student's name	Grade	Student's name	Grade
Student's name	Grade	Student's name	Grade
Residence School		Transfer School	
Parent's name	Parent's signature		Date
Parent's address		Telephone number	

Reason for request: _____

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_____ _____

Superintendent's (designee) signature Date