

Requested School Year 20____ - 20____

AG - 252

ARMSTRONG SCHOOL DISTRICT Administrative Guidelines Policy 252 - Student Transfer Requests

This form is to be completed by a parent/guardian to request a student transfer to another school in the Armstrong School District. All student transfer requests must follow School District Policy 252 and will require approval from the Board of School Directors.

Please complete the form below and mail it to the Superintendent of Schools, Armstrong School District, Administration Office, 181 Heritage Park Drive, Suite 2, Kittanning, PA 16201-7025.

Please print information

Name of Student/s <i>(use additional rows for more than one child)</i>	Current Grade	Home School <i>(according to attendance area)</i>	Requested School

(See **Category Descriptors** on following page.)

State reason for transfer request (check all that apply):

- Parents' Work Schedules and/or Childcare Arrangements
 Individual Needs
 Continuity of Education
 Custody Matter

Does your child(ren) play any sports (in Grades 9-12 only) for his/her school? If yes, please list.

Does your child(ren) have an IEP (Individualized Education Program)? Yes _____ No _____

Parent / Guardian Name: _____

Parent/Guardian Home Address: _____

City _____ State _____ Zip _____

Municipality: (Borough or Township) _____

Parent/Guardian Daytime Phone Number: _____

Home/Work/Cell Phone Number: _____
(Circle appropriate number)

Email Address: _____

Parent/Guardian Signature _____ Date _____

ARMSTRONG SCHOOL DISTRICT
Administrative Guidelines
Policy 252 - Student Transfer Requests

The parent/guardian requesting a student transfer is required to submit this form to the Superintendent of Schools, Armstrong School District, Administration Office, 181 Heritage Park Drive, Suite 2, Kittanning, PA 16201-7025. If approval is given by the Board of School Directors, this will have the effect of granting a one-time transfer for the remainder of that student’s educational career at Armstrong School District.

Policy No. 252 (Student Transfer Requests) will remain in effect. If the student transfer is approved, bus transportation assignments will be based on no additional costs to the District. If additional costs will be incurred, parent/guardian will need to provide transportation to a bus stop in the new school’s attendance area.

As per Policy 252, students in Grades 9-12 only receiving Board-approved transfers or transfers to another school within the District by Resident and Right to Free School Privileges Affidavit shall be ineligible to participate in any sports for a period of one calendar year immediately following the date of transfer. This ineligibility will not apply to a renewal transfer after the elapsing of the initial year or to a student whose extenuating circumstances are due to a parent/guardian custody order issued by the courts. The one year sports ineligibility may be administratively waived if (1) the custody decision results in the student changing attendance areas and the student’s desire to attend school in the previous attendance area or (2) the transfer is not motivated for an athletic purpose.

Students must maintain normal behavior, attendance and academic achievement at the requested school. In addition, they must adhere to all building and district policies and rules. Failure to do so may result in the immediate return to their home school.

The initial request for student transfers from one attendance area/school building to another, recommended by the Superintendent and approved by the Board, will remain in effect until such time that the transfer is rescinded or revoked by the administration.

Parents may request a change in the attendance area/school building assignment at any time upon submission of the Student Transfer Requests form to the Superintendent’s office.

Category Descriptors

Parents’ Work Schedules and/ or Childcare Arrangements	The parent/guardian asks that the child attend a requested school on a transfer basis because of logistics surrounding the employment schedule or employment location of the parent/guardian. Additionally, this category could mean that the parent/guardian is asking that the child attend a requested school on a transfer basis because of childcare needs and/or child supervision needs immediately before or after the school day.
Individual Needs	The parent/guardian asks that the child attend a requested school on a transfer basis to comply with a written Individualized Education Program (IEP), 504 Agreement, health reasons or other special circumstances.
Continuity of Education	The parent / guardian states the child will benefit educationally by continuing to attend a requested school on a transfer basis. The request to continue attending a certain school may relate to educational stability that a parent seeks, which they believe can help the child to achieve his or her educational goals. Continuity of education can apply to a child’s transitioning from an elementary school to a secondary school.
Custody Matter	The parent/guardian asks that the child attend a requested school on a transfer basis to comply with a written custody agreement.