

WESTFIELD PUBLIC SCHOOLS
94 North Elm Street, Suite 201
Westfield, MA 01085

INTRA DISTRICT TRANSFER REQUEST for the 2017/2018 SCHOOL YEAR

Date: _____

TO: Principal _____ at _____ school

I am requesting permission for my son/daughter to attend a school outside of their designated area in accordance with the School Committee policy File: JCA Intra-District Transfer policy that states:

1. The request will not cause classroom overcrowding.
2. The change appears to be in the best interest of the student.
3. Approval is for one school year only.
4. The Superintendent, with input from Principals, determines if space is available to accommodate the parental request.
5. The approval can be revoked by the Superintendent of Schools for extenuating circumstances.
6. The parent is responsible for providing transportation for the student to and from the school. No exceptions will be made.
7. Due to enrollment fluctuations, parents cannot be notified as to the status of their request prior to the start of school. They will be notified as soon as possible thereafter.
8. For the duration of the lease of Russell Elementary School, students living east of City View Boulevard or Sunnyside Road and south of City View Road, will have priority for available seats at Munger Hill Elementary School. (Streets: Alexander Pl, Barrister Cir, Castle Hill Rd, Daniel Ridge, Deborah Ln, Heggie Dr, Hillside Rd, Jessie Ln, Plantation Cir, Raddison Ln, Tanglewood Dr, Tiffany Cir, Valley View Dr, Waterford Dr)

Student's Name: _____

Home Address: _____

Current Grade: _____ Date of Birth: _____ Tel. No: _____

Parent/Guardian Name: _____

Assigned or School currently attending: _____

Requesting attendance at the following school: rank a 1st, 2nd, 3rd, 4th, 5th choice

Abner Gibbs Franklin Avenue Highland Munger Hill Paper Mill Southampton Road

Russell Elementary School

North Middle South Middle

Do you have other children that are already enrolled in the above school? Yes No

The reason for this request is: _____

Parent's/Guardian's Signature: _____

OFFICE USE ONLY:

Principal comments/Signature: _____

/cm

cc: Transportation office