

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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> 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