

**Application for Permissive Transfer Consideration\***  
**2019-2020 School Year**  
**Application Review: April 15, 2019**

Permissive Transfers are governed by Board Policy 7:30 (see below). Permissive transfers may be granted on a case by case basis following the guidelines outlined below. No request will be considered after August 1st unless there is a highly unusual circumstance that would warrant a transfer. The following steps will occur:

1. Parents/guardians must complete the Permissive Transfer Request Form (below) and include an explanation of why they would like the transfer to take place.
2. Parents/guardians must demonstrate that the student could be better accommodated at another school, provided space is available.
3. Parents/guardians must meet with their child's current teacher(s) and principal (associate principal) to attempt to resolve any issues. If the permissive transfer is requested for the following school year, and the student has not yet attended the assigned school (e.g., permissive transfer before kindergarten or middle school), parents/guardians must meet with the principal of the child's home/assigned school and attempt to resolve any concerns.
4. If necessary, a meeting will be held with the parent, the potential sending principal and the potential receiving principal as soon as possible.
5. The principal(s) will send, in writing, their recommendation, including rationale, to the Assistant Superintendent for Student Services. Decisions will be made by a Permissive Transfer Committee consisting of the Superintendent, Deputy Superintendent, and the Assistant Superintendents of Teaching and Learning and Student Services.
6. **The following guidelines will be followed:** The recommendation of the principals will be based on the educational and /or emotional needs of the student. Decisions are based upon a variety of factors, including class size projections for both schools. If the Superintendent grants the request for a student to attend or transfer to a district school that is outside the student's attendance area, it shall be considered valid for one school year only. If the student's parent(s)/guardian(s) would like the student to continue at that school beyond one school year, the student's parent(s)/guardian(s) must annually resubmit a written request to the Superintendent for the student to continue at that school. The Superintendent may grant the request if the Superintendent determines there are educational reasons for the student to continue and space is available at that school and at that grade level.
7. **If a request is granted, the parent/guardian shall be responsible for transportation.**

Date \_\_\_\_\_ Request for Which School Year \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Student Name \_\_\_\_\_

Home/Residence School for 19-20 \_\_\_\_\_

Requested School for 19-20 \_\_\_\_\_

Residence Address \_\_\_\_\_

Street

City

State

Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Please describe the compelling reason that you believe your child's needs would be better accommodated at another school.

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Please indicate the dates that you have spoken with your child's current or future (for students transferring from 5th - 6th grade) principal about your concerns:

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Please have your child's current or future principal (for students transferring from 5th - 6th grade ) sign that he/she is aware that you are seeking a permissive transfer:

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Please list the names of other children living in the home:

Name	Birthdate	School Attending	Grade 2018/19

**\*Permissive Transfers are governed by Board of Education Policy 7:30. A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Department of Student Services, and the application will be reviewed by a committee; the Superintendent, at his sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation.**

Please submit this form to the Department of Student Services.

By mail: Department of Student Services, 1936 Green Bay Road, Highland Park, IL 60035

E-mail: Daisy Alcaraz at [dalcaraz@nssd112.org](mailto:dalcaraz@nssd112.org).