Application for Permissive Transfer Consideration*

2020-2021 School Year

Application Due Date: May 1, 2020

Permissive Transfers are governed by Board Policy 7:30 (see below). Permissive transfers will be granted on a case by case basis following the guidelines outlined below. Requests will not be considered after May 1, 2020 unless there is a highly unusual circumstance that would warrant a transfer.

1. The parent/guardian must complete the Permissive Transfer Request Form, including a rationale for why they believe their child’s education would be better served at the requested school.

2. Parents/guardians must meet with their child’s current 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 school and attempt to resolve any concerns.

3. If necessary, a meeting will be held with the parent, the potential sending principal and the potential receiving principal as soon as possible.

4. Decisions will be made by a Permissive Transfer Committee consisting of the Superintendent, Deputy Superintendent, Assistant Superintendents of Teaching and Learning and Student Services, and feedback from the building principal.

5. The following guidelines will be followed: The recommendation of the principals will be based on the educational and/or emotional needs of the student. If a transfer is granted during elementary school, the transfer will be in effect until the end of fifth grade. At the end of elementary school, the child’s enrollment will revert to his/her home middle school. The parent/guardian must make a separate application if they want a change in middle school assignment. Decisions are based upon a variety of factors, including class size projections for both schools.

6. Transportation will not be provided.

Applications should be submitted to the Department of Student Services via:

- [Online](#)
- Mail to: Department of Student Services, 1936 Green Bay Road, Highland Park, IL 60035
- E-mail: [dalcaraz@nssd112.org](mailto:dalcaraz@nssd112.org)

Revised 02/04/20
Date ____________________

Student Name ____________________________

Last  First  Middle

Birthdate ____________  Grade 20/21 ____________  Sex ____________
Month/Day/Year

Home School ____________________________  School Requested ____________________________

Parent(s)/Guardian(s) Name

______________________________________

Residence Address __________________________

Street

City  State

Home ____________________________  Cell ____________________________

Email ____________________________

Please indicate the date(s) that you met with your child’s current and/or future principal about
your request: ____________________________

Revised 02/04/20
Please list the names of other children living in the home:

<table>
<thead>
<tr>
<th>Name</th>
<th>Birthdate</th>
<th>School Attending</th>
<th>Grade 2019/20</th>
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Please describe the education reason your child’s needs would be better accommodated at the requested school.

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