

Plainfield Community Consolidated School District 202

We prepare learners for the future.



Administration Center

15732 Howard Street
Plainfield, IL 60544

(815) 577-4000 – telephone
Web: www.psd202.org

High School Attendance Zone Request

Request is for the _____ School Year

Name of Parent/Guardian: _____

Street Address: _____

City: _____ State: IL Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Student Name	Grade Placement	Receiving Special Ed Services	School Child Should Be Attending	Requested School of Attendance
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Reason for Request:

(Only reasons outlined in Board Policy will be considered. If additional space is needed, use back of form. Please attach documentation to form.)

Interscholastic Eligibility

Pursuant to the Illinois High School Association (IHSA) By-Law 3.030, any student who transfers from one building to another will be ineligible from any athletic sports program for a period not to exceed 365 days.

Bus Transportation

TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.

Bus transportation is not provided for a student who transfers out of his/her own attendance area.

(Please Print Parent/Guardian Name)

(Parent/Guardian Signature)

Return to: Administration and Personnel Office
15732 Howard Street, Plainfield, IL 60544 or fax to: 815-577-1067

High School Attendance Zone Request

HIGH SCHOOL STUDENT TRANSFER POLICY – ADMINISTRATIVE GUIDELINE

Transfer criteria:

1. Family Move

Students whose parent(s)/guardian(s) move during the regular school year into the other high school's attendance area may complete that school year in the high school in which the student was enrolled prior to the move.

2. Requests from Outside Agency

Requests from juvenile court, social and rehabilitation services, or a mental health center may be approved when the transfer will improve the student's educational welfare and it is in the best interest of the student and the School District.

3. Family Hardship

Transfers for hardships in the family, such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse, or other special circumstances involving change of family structure, may be approved if in the best interest of the student and the School District.

4. Special Education

The District 202 Student Services Department will assign pupils to appropriate special education programs through staffing procedures. They may assign students without processing them through the regular transfer process.

5. Psychological, Emotional, Health, or Social Needs

Based upon documented supporting evidence, a transfer application may be filed on the basis of psychological, emotional, health, or social needs. A statement prepared by a licensed doctor, psychiatrist, psychologist, or social worker will be required to state explicitly the nature of the need and why the school transfer will be more beneficial to the student. The District may require the student to see a doctor or other professional of their choice at the District's expense if deemed appropriate. In addition, the district will seek information from the current home school's certified and non-certified staff as part of the process for determining approval or denial of the transfer.

6. Administrative Placement

Under special circumstances, the Superintendent of Schools or his/her designee reserves the right to place a student in a high school other than the high school designated by the student's residence if in the best interest of the student and the School District.

High School Attendance Zone Request

HIGH SCHOOL STUDENT TRANSFER POLICY – ADMINISTRATIVE GUIDELINE

Transfer procedures:

A request for a transfer to a high school outside a student's assigned attendance area for the next school year must be based upon exceptional circumstances and for justified reasons. The transfer request must be submitted no later than *June* 1 of each year to the Office of the Superintendent on the forms provided by the School District. All requests will be considered and notification made prior to the start of the new school year.

All applicants for transfer will be reviewed and either approved or denied by the Superintendent pursuant to the Plainfield School District 202 Board of Education policies and their guidelines. Appeal of any decision by the Superintendent must be made within five (5) working days. The decision of the Superintendent is final unless appealed.

It will be the responsibility of the parent(s) to work with the Athletic Director's Office prior to the transfer in determining athletic eligibility for the student. Pursuant to the Illinois High School Association (IHSA) By-Law 3.030, any student who transfers from one building to another will be ineligible from any athletic sports program for a period not to exceed 365 days.