



## Attendance Area Change Request

### Bend-La Pine Schools

Attendance area boundaries are established for every school in Bend-La Pine Schools. This is done to keep enrollment balanced according to capacity. Area Change Requests (ACR) will generally be approved if there is space available at the requested school. To enable planning at the respective schools and to receive maximum consideration, parent/guardians requesting a transfer should submit a completed ACR form to their home area school by the following dates:

**March 1 for Elementary (grades 1-5), Middle School & High School**

**May 1 for Kindergarten only**

**For the 2018-19 School Year, due to capacity concerns:**

- Bend Senior High School will only consider an ACR for incoming 9<sup>th</sup> grade students. Incoming 11<sup>th</sup> grade students who wish to participate in Bend Senior High's Full Diploma IB Program will also be considered.
- High Desert Middle School will only consider an ACR for incoming students who are participating in the Spanish Dual Immersion Program.
- Requests received after March 1 for Bend Senior High and/or High Desert Middle School will not be considered. Students currently attending Bend Senior High and/or High Desert Middle School on an approved ACR do not need to reapply, transfer status will continue subject to regulations indicated below.

Firm enrollment numbers are often not known until late August. In some cases, approval or non-approval notification cannot occur until the Friday prior to the first day of school.

### **PARENT / GUARDIAN IS RESPONSIBLE FOR TRANSPORTATION OF OUT-OF-AREA STUDENTS**

**Please read the following regulations regarding Attendance Area Change Requests:**

- Students who move to another attendance area during the school year will generally be allowed to remain at their original school for the remainder of the school year. Parents must provide transportation.
- Transfers are subject to annual review. Once a student has transferred, however, he/she must remain at the transfer school for one year.
- Poor attendance, poor grades and/or discipline problems may result in a student being transferred back to his/her home school.
- An ACR will NOT be granted for athletic purposes.
- Any student wanting to participate in an OSAA sport or activity should not begin practice until the change request has been approved.
- Siblings are not automatically guaranteed acceptance.
- If a student is moving into the requested school's attendance area, proof of residence is required (i.e. rent receipt/agreement, copy of earnest money deposit, utility bill/agreement).

**I have read and understand the above regulations regarding Attendance Area Change Requests**

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent / Guardian Signature & Date

<b>Student Name &amp; ID:</b>		<b>Parent / Guardian Name:</b>	
<b>Home Area School:</b>		<b>Requested School:</b>	
<b>School Currently Attending &amp; Current Grade Level:</b>			
<b>Student Address:</b>			
<b>Phone Number:</b>		<b>Email Contact:</b>	
<b>Reason for Request (attach additional sheet if needed):</b>			

**Upon completion, submit this form to your home area school's main office.**

<input type="checkbox"/> <b>Approved</b>		<input type="checkbox"/> <b>Denied &amp; Reason for:</b>	
<b>Signature of Requested School Principal:</b>		<b>Date:</b>	
<b>Signature of Home School Principal:</b>		<b>Date:</b>	