

Request for Student Transfer/2010 – 2011 Wilson County Schools

The Wilson County school system does not accept students whose primary legal guardian lives outside Wilson County, nor K – 8 students that are zoned for the Lebanon Special School District.

Please list the names(s) of students(s) for whom this report is being made.

				/ /
Student's Last Name	Student's First Name	Student's Middle Name	Age	D.O.B.
/				
Present School/School Zoned For	Requested School	Grade in 10/11		
Parent's Name			Home Phone	
Street Address			Work Phone	
City, State, Zip Code				

What type of request? (circle one) Out of Zone to Lebanon City Schools

The Wilson County School Board has determined the following criteria as hardship and exception to the policy requiring students to attend the zone in which the legal residence of the parent or legal guardian is established. No requests considered after school has been in session for ten (10) days (Policy Number 6.205).

(circle one)

- 1. Board policy involving children of school system employees. (Does not include substitute teachers/substitute classified employees).**

Name of Boss	Employee's Work Location	Employee's Position/Title

- 2. Home under construction in Wilson County or contract (that has been closed) on a home in Wilson County (tuition may be required if living out of county while home "under construction").**

Address of New Residence in Wilson County

Move in Date ____ / ____ / ____

3. **Moved during the current school year to another school zone in Wilson County – requesting to remain at original school through remainder of year. Must report to new school at the start of the next school year.**
4. **Due to 2008-2009 re-zoning, high school student wanting to complete high school career at current high school. Does not apply to younger siblings that were not enrolled in high school prior to the 2008-2009 school year.**

Will student participate in athletics or extra curricular activities? Yes No

If so, list sport and/or activity _____

If participating in athletics or extra curricular activities, signatures from both principals required, before submitting application to the central office.

Zoned School Principal

**Out of Zone School Principal
at Requested School**

_____/_____/_____
Date

_____/_____/_____
Date

Policy 3.401 of the BOE requires that the parent provides transportation for an out of zone student. All requests are contingent on space available at requested school. Approval is only for the current year. Must re-apply each school year.

I have read and understand my responsibility in complying with board policy.

Parent Signature

_____/_____/_____
Date

Approval: Principal's Signature

_____/_____/_____
Date

Attendance Supervisor's Signature

_____/_____/_____
Date

**Return form to:
Phil Barnes, Attendance Supervisor
Wilson County Schools
351 Stumpy Lane
Lebanon, TN 37090
Fax #: 453-3420**

Approval is not final until the principal has signed. A principal may choose to deny or revoke a request because of overcrowding, discipline matters, academic progress or attendance issues, etc...

If necessary, attach a letter of explanation to this form and give a brief detail of the reason for the request (attach supporting documents if needed).

(Revised 2/24/10)