

REQUEST FOR PUPIL TRANSFER
WITHIN THE BRISTOL PUBLIC SCHOOL SYSTEM

To the Parent:

Your child is living in the _____ School area and should be attending that school.

You are requesting to have the child attend the _____ School with the following conditions in mind:

- a. The room is not overcrowded
- b. The pupil is to have a reasonably good daily attendance record.
- c. The pupil is to carry on his/her schoolwork to the best of his/her ability.
- d. The pupil's conduct and behavior is to be of good standard.
- e. No transportation will be furnished to the pupil by the Board of Education. **This is your responsibility.**
- f. Athletic eligibility and other co-curricular activities (Grades 9-12) are governed by the Board of Education Policies 5117 and 6145.2.

Please complete the form below stating the **reason** for the request, sign and return the entire form to:

Director of Human Resources
Bristol Board of Education
P.O. Box 450
Bristol, CT 06011-0450

To the Bristol Board of Education:

I am requesting permission for my child, _____ to attend the
_____ School, Grade _____ for the school year 20 _____
to 20 _____ with the above conditions in mind.

I understand that if approved, this request will have to be resubmitted on an annual basis. I also understand that if overcrowding situations develop at a particular grade then out of area permission, if granted, can be rescinded.

Date: _____ Name: (Print) _____
Address: _____
Telephone: _____
Sign: _____

Does the student plan on participating in or trying out for athletic team(s)? (See numbers 4 & 5)

Please check: Yes _____ No _____

If yes, please indicate all sports.

Reason for Request - Must be Completed: (Include medical and/or professional statements of support.

Consultation with Principals: _____

Central Office Action: _____

Out of Area Transfer Request Procedures:

Among factors **not** generally considered as valid reasons for transfer are:

1. School of attendance of brothers, sisters or friends.
2. Place or time of employment of parent(s) or guardian(s) or student.
3. Personal convenience of family or student.
4. A request that would undermine Board of Education redistricting policy.
5. Athletic team and/or other co-curricular activities preference.
6. Specific school preference for personal reasons.

Additionally:

1. Any student who begins any grade in area, space permitting, shall be allowed upon written application on the **Request for Pupil Transfer Within the Bristol School System** form to finish that school year in the school where he/she started that year if the family moved.
2. All out of area assignments will be granted on an annual basis only.
3. If a student is attending grade five out of area in a K-5 school, he/she will be expected to enter grade six in the school in the area of residence unless he/she requests and receives approval to attend grade six out of area.
4. A student who is out of area in grade six through eight must attend grade nine at the in-area high school.
5. An eighth grade student prior to entering grade 9 who is granted an out of area transfer request that results in attendance at the non-resident high school, is ineligible for interscholastic athletics for thirty (30) calendar days from the date of the first allowable play date following the date of enrollment (first day of attending classes) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date for each sport the student will participate in during 365 calendar days.
6. Once a student enters grade nine, and thereafter, if an out of area request is granted that results in a change in school, the student is ineligible for interscholastic athletics for thirty (30) calendar days from the date of the first allowable play date following the date of enrollment (first day of attending classes) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date for each sport the student will participate in during 365 calendar days.
7. The Director of Human Resources will process all such requests for a decision in consultation with the administrators of the school involved.

Adopted: 9/13/1973

Revised: 8/21/85; 12/7/88; 2/24/95; 6/6/01, 1/29/08