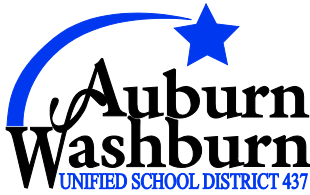


**Board of Education**



**Auburn-Washburn  
School District  
Topeka, Kansas**

**REQUEST FOR ATTENDANCE OF SCHOOL OUTSIDE  
STUDENT'S RESIDENCE BOUNDARY**

*(Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the Board. USD 437 BOE Policy JBC.)*

**Date of Request:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
Last First Middle Initial \*\* Student's Grade Level for  
2010-11 School Year

**School Currently Attending:** \_\_\_\_\_ **District: USD** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Residence Address:** \_\_\_\_\_

**City & Zip:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Please list attendance center you are requesting:** 1<sup>st</sup> choice \_\_\_\_\_  
(Request can not be considered without this information.) 2<sup>nd</sup> choice \_\_\_\_\_  
3<sup>rd</sup> choice \_\_\_\_\_

**Please state the specific reasons for your request in the space provided:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*For students entering grades 1-12, a copy of the student's most recent report card must be attached to this request for consideration by the BOE.**

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

For **High School** students requesting a transfer, please read and sign the following:

I realize that, as a result of this transfer (if approved), I may lose eligibility with the KSHSAA for a period of time.

\_\_\_\_\_  
(Student Signature/Date) \_\_\_\_\_ (Parent/Guardian Signature/Date)

**Requests are due May 1** for the following school year (except for special circumstances). Requests will be considered at the earliest possible regularly scheduled Board Meeting after June 1<sup>st</sup>. You will be notified in writing of the decision.

**USD 437 Board of Education Policy, JBC-3\* Enrollment, states:**

A. A written statement is to be submitted to the Board of Education by the parent(s) or guardian(s) stating the reason for requesting attendance of a school outside the student's residence boundary. The statement shall also include student(s) name(s), grade(s) and address.

1. For students seeking to attend a different school, requests must be received by May 1 for consideration for the start of a new school year. The Board of Education will notify the parent(s) or guardian(s) of its final decision by June 1.

2. For students who have been enrolled and attending an attendance center but move during the school year to another attendance center area requests must be received prior to the move. The Board will notify the parent(s) or guardian(s) as soon as possible.

B. In either case, the parent(s) or guardian(s) shall be responsible for transporting their children to and from school or to the nearest bus stop on a regular route for that attendance center.

C. To attend an attendance center outside their residence boundary, parent(s) or guardian(s) must apply each year.

\*The entire JBC Policy may be obtained from the website of USD 437.

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Please submit request by May 1, 2010 to:

**Denise Taylor, Clerk of the Board  
Auburn-Washburn Unified School District 437  
Shuler Education Center  
5928 SW 53<sup>rd</sup> Street  
Topeka, KS 66610  
Fax No: 785-339-4025  
Phone No: 785-339-4031**