

**School District of Westfield**  
**Guidelines for Attendance Areas and Student Intra-District Transfer Request Form**

Safety of the children and efficient operation of the schools will be the prime reasons in creating or changing of any bus routes or attendance areas.

Attendance areas will be reviewed periodically.

Parents who wish to have their children attend another school in the upcoming school year must submit, in writing, by use of the "Student Intra-District Transfer Request Form" between February 1 and April 30. Requests will be evaluated by space and programming availability with notification of approval or denial being made by June 15. Children with a sibling already attending the requested school shall be approved for transfer and will be given preference, if space is available.

Requests received after April 30 will be placed on a waiting list and notification of approval or denial will, in most cases, be determined after August registration. However, late requests may not be determined until after school begins. Selection will be determined by receipt order of Student Intra-District Transfer Requests.

Student Intra-District Transfer Requests may be revoked due to attendance issues, tardy issues, or inappropriate behavior.

Parents shall be responsible for transportation of said children. Bus transportation may be provided only if the parent transports to a safe, existing pick up point, and there is space available on that individual bus. All pick up points must be approved by the Transportation Department in advance.

Parents need only apply once for a transfer. Once approved, the student will remain in the "new" school for their entire elementary years; the only time this may be altered is if "resident" students would be overcrowded due to "transfer" students.

All requests will be reviewed on a case by case basis by the District Administrator. Class sizes and program availability will be determining factors in such decisions.

**School District of Westfield**  
**Student Intra-District Transfer Request Form**

By completing this form, I am requesting that my child(ren) attend a different elementary school in the School District of Westfield than the one where we currently reside. I understand that my child(ren) will be approved if there is room available and based on program availability. Student Intra-District Transfer Requests must be submitted between February 1 and April 30. Requests received by April 30 will receive approval or denial notification by June 15. Children with a sibling already attending the requested school shall be approved for transfer and will be given preference, if space is available. Requests received after April 30 will be placed on a waiting list and notification of approval or denial will, in most cases, be determined after August registration. However, late requests may not be determined until after school begins. Selection will be determined by receipt order of Student Intra-District Transfer Requests.

**\*NOTE: I understand that the Student Intra-District Transfer Request may be revoked due to attendance issues, tardy issues, or inappropriate behavior.**

**\*\*NOTE: I also understand that bus transportation may be provided only if I transport my child to a safe, existing pick up point and there is space available on that individual bus.**

School Year Requesting	Child's Name	Grade For Next Year	School My Child Would Attend Based On Our Address	School Requested

Please explain if your child has an Exceptional Educational Need (EEN):

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\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Print Parent Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email address

**OFFICE ENTRY ONLY**

Accept / Deny

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Principal Signature: \_\_\_\_\_