

REQUEST TO RETURN TO ATTENDANCE AREA SCHOOL 2008 - 2009

Directions: A request to return to the attendance area school from any special assignment (magnet, special transfer, charter, McKay, Title I/NCLB, OSP) requires approval of the current principal and the principal of the attendance area school. Transfers are considered according to space availability at the attendance area school and reason for the request. Please complete the following information, obtain required signatures, and return to the appropriate office listed below. You will be notified in writing of the decision within 10 school days after receipt at the DCSB office. Changes will not be effected until the semester break unless otherwise noted. **Please type or print clearly.**

Student Name:	Student Number:
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Notification Address:	ZIP:
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Phone Numbers Where You Can be Reached:

School you wish to exit:

Attendance Area School:

Please state the specific reason for your request to return to your attendance area school:

(Please attach a separate sheet if needed. You may be asked to participate in an Exit Interview to provide us more information.)

Current School's Recommended Action:

Signature of the Principal of Special Assignment School Date

Receiving School's Recommended Action (educational impact on the child):

Signature of the Principal of the Attendance Area School Date

Parent Signature Date

Return this Form to Duval County School Board/School Choice Office/1701 Prudential Drive/Jacksonville, FL 32207.
DO NOT FAX. Only original signatures can be accepted.

Do not write in this space (for office use only) _____ Approved _____ Not Approved _____ Date

Signature of Director of School Choice:

Date for Requested Change to Take Effect:

GUIDELINES TO REQUEST TO RETURN TO ATTENDANCE AREA SCHOOL

Requests to transfer back to the attendance area school from any special assignment (magnet, special transfer, charter, McKay, Title I/NCLB, and OSP) school require the following steps listed below. Transfers back to the attendance area school occur only at intervals in the school year when it is least disruptive to the educational process. Requests to transfer to any school other than the attendance area school after the school year has begun will not be processed.

1. Parent obtains the ***REQUEST TO RETURN TO ATTENDANCE AREA SCHOOL 2008-2009***. These are available in all schools, the School Choice Office, or can be downloaded from both of our websites – www.magnetprograms.com and www.duvalchoice.com.
2. The parent schedules an appointment with the principal of the attendance area school and meets with the principal at a mutually agreed upon time.
3. The principal of the attendance area school advises the parent, recommends action (approval or denial) and signs the form.
4. The parent takes the signed form to the school the student is requesting to leave.
5. The principal of the magnet school, special transfer school, or charter school advises the parent, recommends action and signs the form. **The student does not withdraw at this time.**
6. The parent brings or mails the completed form with all signatures to the School Choice Office in the Duval County Public Schools Administration Building as indicated on the form. **Faxed copies are not accepted.**
7. The parent may be contacted to participate in an Exit Interview in order to provide additional information about the request to change schools.
8. The School Choice Office will either approve or deny the request based on the recommended actions of both principals and will notify the parent of the decision in writing within 10 school days after receipt. The School Choice Office will not overrule a recommendation of either principal.
9. If approved, the parent must go to the current school to withdraw on the effective date. In most cases, the **effective date will coincide with the semester break or at the end of a grading period**. All textbooks and/or library books issued to the student must be returned before the withdrawal is effective.
10. The parent then enrolls the student in the attendance area school. The attendance area school will only be able to enroll the student once the student has been approved for transfer and has gone through the appropriate withdrawal process at the magnet, charter, or special transfer school.
11. Decisions are final.