

APPLICATION TO RETURN TO ATTENDANCE AREA SCHOOL 2011-2012

Directions: An application to return to the attendance area school from any special assignment school (magnet, special transfer, charter, McKay, Title I/NCLB, OSP) requires a recommendation from 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 School Choice office as listed below. **Please type or print clearly.**

Student Name:	Student Number:
Notification Address:	ZIP:

Phone Numbers Where You Can be Reached:

School you wish to exit:

Attendance Area School:

1. State the specific reason you want/need to return to your attendance area school: (Attach a separate sheet if needed. You may be asked to participate in an Exit Interview to provide more information.)

2. Make an appointment with the principal of the attendance area school to request a transfer back to your neighborhood school.
Receiving School's Recommendation:

Signature of the Principal of Attendance Area School Date

3. Make an appointment with the principal of the school you are requesting to leave to explain why a transfer is necessary.
Current School's Recommendation:

Signature of the Principal of the Current School Date

Parent/Guardian Signature Date

**4. Return this Form to Duval County School Board/School Choice Office/1701 Prudential Drive/Jacksonville, FL 32207.
FAX: 390-2070**

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

Signature of Executive Director of School Choice:

Date for requested change, if approved, to take effect:

GUIDELINES TO APPLY TO RETURN TO ATTENDANCE AREA SCHOOL

Applications to transfer back to the attendance area school from any special assignment school (magnet, special transfer, charter*, McKay, Title I/NCLB, and OSP) school require the following steps listed below. Transfers back to the attendance area school should 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 are generally not considered.

1. Parent obtains the ***APPLICATION TO RETURN TO ATTENDANCE AREA SCHOOL***. These are available in all schools, the School Choice Office, or can be downloaded from the websites – www.magnetprograms.com and www.duvalchoice.com.
2. The parent should schedule an appointment with the principal of the attendance area school and meet with the principal at a mutually agreed upon time.
3. The principal of the attendance area school advises the parent of space availability 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 reviews the reason for the request, advises the parent, recommends action and signs the form. **The student does not withdraw at this time.**
6. The parent submits the completed form with all signatures to the School Choice Office in the Duval County Public Schools Administration Building as indicated on the form.
7. The School Choice Office either approves or denies the request based on the recommended actions of both principals and notifies the parent of the decision.
8. 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.
9. 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.
10. Decisions are final.

* Charter Statute 1002.33 includes a provision that allows students to return to the traditional school setting.