

# REQUEST TO RETURN TO ATTENDANCE AREA SCHOOL FORM

## 2021 - 2022

**Pursuant to DCPS School Board Policy: 5.22 (Section 8) Voluntary return to assigned school or district. (1) School serving assigned attendance zone – An assignment is the student’s assignment for the school year. Students who wish to exit a school after the school year is in progress may complete a “Request to Return to Attendance Area School” form which must be approved by the receiving and sending school. If the approval of both the receiving and sending principals is not obtained the form will be forwarded to the Regional Superintendent for final decision. (2) Zoned district – Upon request a student will be permitted to returned to the zoned district from which he/she came.**

**Please complete the information below, obtain all required signatures.**

<b>Section 1: Demographics</b> Student Name		Date of Birth	Grade	Student Number
Address			Zip Code	
Email address:	Cell		Home	

**Section 2: Reason**

**Current School:** \_\_\_\_\_

Reason for exit: \_\_\_\_\_

**Parent(s)/Guardian(s) Signature** **Date**

**Section 3: Current School**

Recommendation of the Current Principal:  Approved  Not Approved

Reason request is not approved: \_\_\_\_\_

**Signature of Current Principal** **Date**

**Section 4: Requested School**

**Requested School:** \_\_\_\_\_

Recommendation of the Area Principal:  Approved  Not Approved

Reason request is not approved: \_\_\_\_\_

**Signature of Requested School Principal** **Date**

**Section 5: Office Use Only**

**Return this form to Duval County Public Schools, Office of School Choice. Fax: 904.390.2070**

Notification to Region Superintendent: date \_\_\_\_\_ (attach email)

Recommendation from Region Superintendent:  Approved  Not Approved

Final Choice Office Recommendation:  Approved  Not Approved

\_\_\_\_\_  
**Signature of School Choice Staff** **Date**

**Date parent is notified:** \_\_\_\_\_ **Date student can enroll:** \_\_\_\_\_

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### GUIDELINES FOR COMPLETING THE RETURN TO ATTENDANCE ARA SCHOOL FORM

Applications to transfer back to the attendance area school from any special assignment (magnet, special transfer, charter, Title 1/NCLB or OSP) shall require the following steps listed below. **Other than hardship cases, transfers should occur only at the end of the nine-weeks or semester where the transfer is least disruptive to the educational process.** Request to transfer to a school other than the attendance area school after the school year has begun will be decided on a case-by-case basis.

1. Parent must complete the **APPLICATION TO RETURN TO ATTENDANCE AREA SCHOOL**. The forms can be found at any school or can be downloaded from the Choice website <http://duvalschools.org/Domain/4417>.
2. The completed form will require the signature of the attendance area Principal as well as the current school principal.
3. It is recommended that the parent schedule an appointment with the attendance area principal first to discuss the request and to determine if a seat is available.
4. The principal of the magnet, school, special transfer school or charter school reviews the reason for the request and makes a recommendation. **The student does not withdraw at this time.**
5. If either principal does not recommend that the student return to the attendance area school, the Region Superintendent will be contacted to review the request and provide a formal recommendation to the School Choice Office.
6. The Choice Office will review all documentation and make an official recommendation.
7. Choice staff will notify the parent of the official recommendation.
8. If approved, the Choice Office will determine an effective date. The parent will be responsible for returning all textbooks and/or library books that were issued to the student before the student can enroll.
9. Charter Statute 10023.33 includes a special provision that allows charter students to return to the traditional school setting which may include but is not limited to Special Assignments or the neighborhood school. When a special assignment is not available, charter students will be allowed to return to their Attendance Area School.
10. Transfer requests submitted due to a change of residence whereby transportation to and from the choice school has become a hardship, will be accommodated in most cases. Parents must provide proof of residency with supporting documentation.