

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.

Section 1: Demographics			
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:		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason request is not approved: _____			
Signature of Current Principal			Date
Section 4: Requested School			
Requested School: _____			
Recommendation of the Area Principal:		<input type="checkbox"/> Approved	<input type="checkbox"/> 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:		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Final Choice Office Recommendation:		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____			_____
Signature of School Choice Staff			Date
Date parent is notified:		Date student can enroll:	