

# INTRADISTRICT ATTENDANCE CHANGE REQUEST

Western Placer Unified School District  
 600 Sixth Street, Suite 400  
 Lincoln, CA 95648  
 Phone: (916) 645-6350 • Fax: (916) 645-6356

New Applicant

**Please Complete One Form Per Child**

Renewal

The Board of Trustees of the Western Placer Unified School District, hereby agree to permit the within named student, while residing in the \_\_\_\_\_ School attendance area, to attend \_\_\_\_\_ School during the school year ending June 30, 20\_\_\_\_ subject to the following terms:

1. **Student will maintain good attendance and proper behavior as determined by the principal of the school of attendance.**
2. **No transportation will be provided except as required by P.L. 107-110, Section 116 and Board Policy 5116.**

**STUDENT**

**PARENT/GUARDIAN**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Grade Next Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION FOR SCHOOL/DISTRICT USE ONLY**

Granted: \_\_\_\_\_  
 Denied: \_\_\_\_\_ Date: \_\_\_\_\_

PRINCIPAL (Releasing School)

Granted: \_\_\_\_\_  
 Denied: \_\_\_\_\_ Date: \_\_\_\_\_

PRINCIPAL (School of Destination)

Granted: \_\_\_\_\_  
 Denied: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERINTENDENT/DEPUTY SUPERINTENDENT

1. **Intradistrict Change Requests are valid for one year only and must be applied for each new school year by the last day of the preceding school year. Intradistrict students may be asked to return to their school of residency to permit new students to enroll in their neighborhood school. Shifts will usually happen within the first 10 days of the beginning of the school year, or at the trimester/semester. Exceptions are seen in BP 5116.1.**
2. **Students who are overflowed by the district due to lack of space at their school of attendance and whose parents request an intradistrict transfer to an alternative school to the district-identified overflow school will be considered on a space-available basis. The district-identified overflow school is chosen to guarantee continued enrollment at that school. The district cannot guarantee continued enrollment at alternative sites.**