

Morgan County Schools
Exception Form to Attend Out of Attendance Area

Child's Name: _____ Grade (next year) _____
Parent/Guardian Name _____
Address: _____
Phone # _____ School term for request - 20 _____ - 20 _____
Home School _____ Requesting transfer to _____
School that child is currently attending _____
Reason for requesting transfer: _____

I understand that:

1. I must request this transfer annually.
2. My child will have to return to the school in my home attendance area if the enrollment at the new school exceeds the maximum class size limit. This process will be on a first come, first serve basis.
3. Transportation will be provided as long as enough space exists on the bus that would transport my child to the new school.

Date Signature of Parent/Guardian

To be completed by Transportation Director

Is there currently a bus (with enough space) that can provide transportation to the school outside the attendance area? _____ yes _____ no

Date Signature of Transportation Director/Designee

To be completed by home school Principal:

Summary of Conference:

Date Signature of Principal

To be completed by Principal outside of attendance area:

Does the addition of this student put the enrollment over the maximum class size limit? Yes ____ No ____
Permission granted to attend new school? Yes _____ No _____

Date Signature of Principal

To be completed by Superintendent/Designee:

Permission granted to attend new school? Yes _____ No _____

Date Signature of Superintendent/Designee

Notified parents of decision on _____ by letter _____ or by phone _____

Revised 3/20/13