Effective: August 10, 2015

## **Haywood County Schools – Pupil Reassignment Request for Resident Students**

		·
Student Name		
Student Age		
	(based on promotion/retention)	
	ent/Legal Guardian Lives/Resides	
Requested School Assignm		
Last School Child/Student		
Initial School Year for this	Request	
Name	Father (Legal Guardian)	Mother (Legal Guardian)
Street Address		
City, State, ZIP		
Home Phone		
Mobile Phone		
Work Place		
Work Location		
Work Hours (schedule)	+	
Work Phone	+	· ·
WOIK PHONE	<u> </u>	
Childcare (if applicable)	Childcare Provide #1	Childcare Provider #2
Provide Name		
Street Address		
City, State, ZIP		
Phone Number		
Please check the policy area that applies to your request.  Verifiable Work and/or Childcare Hardship  Situation that is unique (would not apply to other students)  PLEASE USE THE BACK OF THIS FORM TO PROVIDE		
ADDITIONAL INFORMATION.		Current/Previous Principal/Designee Date
I understand and verify the following:		Attach notes if appropriate.
Requests relating to school rules, personality conflicts, discipline, sports, classes/courses and personal preference are <b>not</b> authorized under Board Policy.		
Transportation is not provided for students under this request.		Initial Approval Initial Denial
Students with excessive tardiness/absences or frequent disruptive behavior may be reassigned to their home school.		Requested School Principal/Designee Date
Parents are required to document residence in the district and furnish a certified birth certificate for the school to keep on file.		Attach notes if appropriate.
Parent/Guardian Signatu	ıre Date	
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Please note this process is only required upon initial entry into each school. The process begins with the principal or designee of your child's current or previous Haywood		Final Approval Final Denial
County School. If your child has never been enrolled in		Superintendent/Designee Date

Haywood County Schools, the process begins with the principal or designee of the school you are requesting.