



**REQUEST TO ATTEND A SCHOOL OUTSIDE OF THE HOME SCHOOL ATTENDANCE  
 AREA APPLICATION FORM**

**PART A To be completed by the parent/guardian (or the student if 18 years or older). Use one form for each student.**

**Student's Name:** \_\_\_\_\_ **OEN Number:** \_\_\_\_\_

**Date of Birth:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_ **Present Grade:** \_\_\_\_\_

**Date of Request:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(If rural, civic emergency number and road or street name, township)

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home phone:** (\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Home School: (per primary residential address):** \_\_\_\_\_

**Current School: (if different from home school):** \_\_\_\_\_

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

**Requested Start Date:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_

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

**The student agrees to comply with the School's Code of Conduct.**

**Transportation is NOT provided for Out of Area Students.**

**Signature of Parent/Guardian (or the student if 18 years or older)**

\_\_\_\_\_  
 Name (please print) (signature) **Date:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_

**PART B SCHOOL USE ONLY**

**Comments:** (Mandatory completion, be specific): \_\_\_\_\_

**Signature of Home School Principal:**

\_\_\_\_\_  
 Name (please print) (signature) **Date:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_

**Signature of requested School Principal: (if approved)**

\_\_\_\_\_  
**Date:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_

**PART C APPROVALS/DECISIONS**

Confirm communication between both principals (if approved)

**Principals' Recommendation:**  Approved for one school year only  Approved for one semester only  
 Permanent Placement (Secondary Only)  Request Denied

**Superintendent's Decision:**  Out of Area Request Approved  Out of Area Request Denied

\_\_\_\_\_  
 Name (please print) (signature) **Date:** (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_