

Hutchinson Public Schools

Hutchinson, Kansas

Change in Elementary School Assignment Application

(This form needs to be filled out annually for USD 308 elementary students who wish to attend a school that is different from their regular attendance area school.)

Name of Student: _____ Student ID: _____

Name of Parent: _____
(Last) (First)

Address: _____ Home Phone: _____

Work Phone: _____

City: _____ State: _____ ZIP: _____

Request being made to change from _____ School
to _____ School in the _____ Grade for the
20____ - 20____ school year.

Reason for request:

(Date)

(Parent's Signature)

**All placements are temporary until final approval
by the central office administrator.**

Recommended Action: _____ **Approval** _____ **Denial**

(Date)

(Signature, Principal of Attendance Area School)

Recommended Action: _____ **Approval** _____ **Denial**

(Date)

(Signature, Principal of Requested School)

Final Action: _____ **Approval** _____ **Denial**

(Date)

(Signature, Central Office Administrator)

Note: Send one copy to the appropriate central office administrator. Once finalized, copies will be distributed to the school of residence, requested school and parent.

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.