



The timeframe to submit Out-of-District Transfers for the upcoming 2018-2019 school year has ended.

All ODT Permit Requests must be submitted by July 31, 2018. Requests that are date stamped by the Department of Student Support Services after July 31, 2018 may not be processed until after school has begun.

The Department of Student Support Services **DOES NOT process ODT Permit Requests for the following:**

Pre-School – Early Learning and Title 1

Academy for Discovery at Lakewood (Application based- Processed at the school)

Campostella Stem Program –

Crossroads (Lottery, processed at the school)

Chesterfield Academy (Application - Processed at the school)

Ghent (Application - Processed at the school)

School of International Studies at Rosemont

Specialty Programs (example: IB program, Dodson) (Application based– Processed at the school)

Athletics Placement

Special Education Placement (Special Education Department)

Madison Alternative









McKinney-Vento – Totinisha Walton – Early Learning and Title 1

Norfolk Technical School

Open Campus- A Magic Johnson Bridgescape Academy



2018 - 2019 OUT-OF-DISTRICT TRANSFER PERMIT REQUEST FORM

GUIDELINES AND PROCEDURES *(Please submit both sides of the request form)*


-  Please review the available “**School/Grade Level Sheet**” online or at the school before submitting your request.
-  Submitting an Out-of-District (ODT) Transfer Permit Request form does not guarantee approval.
-  Please submit **one** Out-of-District Transfer Permit Request **for each child**.
-  Please allow **minimum of (15) working days** for processing.
-  Written notification will be sent to the parent(s). Copies will be sent to the zoned school and the school to which transfer is approved (for cumulative folder), if applicable.
-  If your request is approved, please be advised that **TRANSPORTATION IS THE SOLE RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN (REGULATION FOR NORFOLK PUBLIC SCHOOLS POLICY JC)**.
-  If your request is approved, it will only be valid for one school year only, unless noted otherwise.
-  Educational records (i.e. grades, discipline, attendance) and available space is considered when reviewing applications.

Athletic Involvement: *Norfolk School Board Policy § 9-19: Any student who transfers from one secondary school to another within the city without a change of address and students who are granted court ordered custody, will be ineligible to participate in any VHSL activity for a period of one (1) year from the day of enrollment of the receiving school. Exceptions to this policy may only be granted by the superintendent or his/her designee. (Athletic Department)*

ENROLLMENT REQUIREMENTS

-  Before an ODT Permit Request can be considered, your child must be enrolled in his/her zoned school. Please **refrain from removing your child from the zoned school** prior to receiving notification regarding your request. If you have received confirmation that your child's ODT Permit Request has been approved, the parent/guardian must **IMMEDIATELY** enroll his/her child in the ODT school.
-  For address verification at the school, please be prepared to provide current bill (power, power, gas, water or sanitation) or mortgage statement or current lease.

OUT-OF-DISTRICT TRANSFER PERMIT (Acceptance Timeline)

-  All ODT Permit Requests must be submitted **by July 31, 2018**.
 -  The last day to submit ODT Permit Requests for new residents is **by December 7, 2018. (1st semester)**
 -  The last day to submit ODT Permit Requests for new residents is **by March 15, 2019. (2nd semester)**
- Updated policies and procedures for ODT Permit Requests for the 2019-2020 SY will be available after July 4, 2019.**

OFFICE USE ONLY:

APPROVED:

DENIED:

- Victim of a crime
- Child Care Verification
- Course
- Remain
- Senior Option
- Medical Verification
- Residence change

- No Available Space
- Guidelines
- Insufficient supporting documentation

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End of SY

_____ **Signature**

_____ **Date**

Date	Comments	Initials

PLEASE PRINT

Staff initials: _____

STUDENT'S NAME:
(LAST, FIRST, MIDDLE INITIAL)

DATE OF BIRTH:

GRADE LEVEL:

SPECIAL EDUCATION YES NO
(Parents of students with self-contained placements will need to consult with their IEP team of their child's school to ensure resources are available)

CURRENT ADDRESS:

TELEPHONE NUMBER(S): HOME _____

WORK/CELL _____

ZONED SCHOOL
(ASSIGNED SCHOOL):

SCHOOL TO WHICH
TRANSFER IS DESIRED:

CURRENTLY PLACED IN ODT SCHOOL? YES (Please indicate school name) _____ NO

CURRENTLY PLACED IN AN ALTERNATIVE SETTING? YES (Please indicate school name) _____ NO

NAME OF PARENT / LEGAL GUARDIAN: (Please Print)

Check Reason(s) for your request: Forms received without documentation will not be processed.

- Victim of a Crime** (Include school incident report(s) and/or police report(s))
- Completion of Senior Year at School Attended in Junior Year**
- Course Not Available in Zoned School (available space is a major factor)** Course _____
- Residence Change** (Only Applicable to Moves Made Requested School Year)
- Child Care (For Elementary and Middle School Students Only)** A Notarized statement from child care provider or a statement from child care provider on printed daycare stationery (must include signature, address, and telephone number) & verification of work hours on employer's stationery
- Sibling at the Desired School** Name _____ Grade level _____
- Attended last school year**

Explanation/Description of Reason(s) for the Request:

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE GUIDELINES AND PROCEDURES FOR THE ODT PERMIT REQUEST.

PARENT/LEGAL GUARDIAN

DATE

This form may be mailed, faxed, or hand delivered along with required documentation(s) to:
Department of Student Support Services
800 E. City Hall Avenue, Suite 904, Norfolk, VA 23510
Fax number (757) 628-3816