

Alachua County Public Schools
Zoning Department
352-955-7700 – Fax: 352-955-7990
620 East University Avenue – Gainesville, FL 32601

This application must be completed by the parent/legal guardian and sent to the Zoning Department.

Request for Student Transfer

Student's Last name, first name Birth date Grade level for yr. of request

Parent/Legal Guardian's Name Telephone Number

Primary Address City Zip Code

I live in the _____ School zone and am requesting a zoning transfer to the
_____ School zone for the _____ 200 _____ – 200 _____ school year.

Please attach a letter and/or supporting documents to fully explain reason(s) for requesting the transfer. Transfer request based on the student's medical or psychological need must include a letter of recommendation from an appropriately licensed care-provider.

If your child has never attended an Alachua County School before, please attach a copy of your child's birth certificate and social security card, so that a state ID number can be issued.

If this transfer is granted, I understand that it is for one school year and that the School Board is under no obligation to renew it for subsequent years, transportation is the family's responsibility, and that zoning transfers may be revoked for student misbehavior, truancy or tardiness.

Signature of parent/legal guardian

Date

ACPS USE ONLY

Authorized signature from the Zoning Dept. ONLY

Approved for _____

Denied for _____

Date _____

Whenever possible, zoning exceptions shall be requested by June 30 prior to the start of the academic year. Parents may request individual assignment exceptions for the following reasons:

1. Medical or Psychological Need. A request may be made if the student has a medical or psychological condition that requires attendance at a different school from the one assigned. A written order from a licensed physician or licensed medical health professional is required for a transfer based on medical or psychological need. The order must include:
 - a. A description of the student's condition;
 - b. The reason this condition requires the enrollment of the student in the requested school.
 - c. The duration of time for which the zoning exception is needed.
 - d. Requests made for psychological reasons must include the diagnostic category from the latest edition of the American Psychiatric Association's Diagnostic and Statistical Manual.
2. Parents employed by the School Board. Children of full-time school board employees may be transferred to the school site at which their parents are employed, or in the case of elementary school children, to the school "paired" with the work-site. These transfers are granted with the understanding that the arrangement not interfere with the work hours or their responsibilities of the employee and that he/she must arrange before and/or after school care for the child.
3. Under enrolled schools. The student's parent, legal guardian, other person with primary legal custody, or an adult student, may request attendance at a school that has a projected enrollment below projected capacity. A transfer may be granted if the requested school has sufficient capacity.
4. Change of Residence. If the primary legal residence of the parent, legal guardian, other person with primary legal custody, or the adult student, will change within three months of the beginning of the school year, a zoning exception may be granted on the based upon the written evidence of the pending move. If such person moves after the beginning of the school year, an exception may be giving for the student to remain at their current school until the end of the school term.
5. Students entering Senior Year. If a change in primary legal residence occurs after the beginning of a student's junior year, application may be made for a zoning exception to permit the student who completes the junior year at a particular school to complete the senior year at that school.
6. Certain Students Affected by Attendance Zone Changes. Students entering the final grade who are reassigned to another school zone pursuant to zone line amendment may apply for an exception allowing them to complete the final grade at the current school. In connection with the adoption of attendance zone changes, the Board may provide for addition exceptions on such terms and conditions as the Board may determine to be appropriate under the circumstances.
7. Students Commuting Daily from Another County. If a parent, legal guardian, other person with primary legal custody, or an adult student has his or her primary legal residence in a county other than Alachua, he or she may apply for an exception.
 - a. If approved for school attendance in Alachua County, the student normally will be assigned to the school closest to the student's residence, provided the school is not crowded and would not become crowded as a result of such assignment.
 - b. A student on suspension or who has been expelled cannot be approved for transfer to Alachua County schools. To receive final approval, an out-of -county student may be required to provide a written release from the home county's School Board.
8. Temporary Supervision Within the County. A student who lives within Alachua County but whose parent, legal guardian, or other person with primary legal custody, lives outside the county may be enrolled if in accordance with applicable law, a relative or other responsible adult accepts in writing the temporary supervision of the student from the parent wand will become the guardian of the student within 120 days.
9. Hardship. The student's attendance in the assigned school creates substantial and undue hardship for the family. The hardship must be based upon unusual facts and circumstance applicable to the individual parent, legal guardian, other legal custodian, or adult student in question, Hardship exception shall be granted based upon a case-by-case analysis of such facts and circumstances.