

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.