Franklin Community Schools

ELEMENTARY (K–4)
INTRA-DISTRICT REQUEST FORM

Creekside • Needham • Northwood • Union • Webb

This request is to attend an elementary school within Franklin Community School Corporation that is outside the boundaries of the student's residence. Requests will be considered only if space is available at the requested school.

SUBMISSION DEADLINE: Two weeks before the start of the school year.

IMPORTANT ATTENDANCE GUIDELINE:
Per FCS Guideline C175-R1, requests for an intra-district transfer with 10 or more tardies and/or 10 or more absences will not be approved.

PARENT / GUARDIAN INFORMATION			
Parent/Guardian Name:		**Address:**	
Phone Number:		**City / State / ZIP:**	

STUDENT INFORMATION			
Student Name	**Grade Level (K–4)**	**School of Residence**	**School Requested**

REASON FOR REQUEST

I understand that if this request is approved, **I am responsible for providing transportation to and from the approved school.** I also understand that poor attendance may result in loss of this placement.

Parent/Guardian Signature:		**Date:**	

SUBMISSION INFORMATION

Please submit all requests to: Sue Ann Kruger • Email: krugers@franklinschools.org

998 Grizzly Cub Drive • Franklin, IN 46131 • Phone: (317) 346-8700 • Fax: (317) 738-5812 • www.franklinschools.org

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