



**OUT-OF-ZONE STUDENT PLACEMENT REQUEST FORM**

Please complete form and submit to the principal of the school you are requesting with:

1. 2 proofs of residency (current utility bill, rent/mortgage agreement, current rent receipt with address on receipt, closing papers of home purchased, City registration of vehicle)
2. All required supporting documentation (as outlined below beside reason for request)

**Application Type:** New  Renewal  Military Yes  No

**Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
Last Name First Name MI

**Parent/Guardian:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_, Lynchburg, VA, Zip: \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested School:** \_\_\_\_\_

**Zoned School:** \_\_\_\_\_

**School of Current Attendance:** \_\_\_\_\_

**Grade Level (for school year of request):** \_\_\_\_\_

**Special Programs/Services:** 504 Plan  IEP  Other: \_\_\_\_\_

**Virginia High School League (VHSL) Activity/Activities:** \_\_\_\_\_

**Reason(s) for Request:**

- Request to remain at current elementary school due to attending same school for four consecutive years.
- Request to remain at current middle/high school due to attending same school for two consecutive years.
- Completion of Senior Year at school previously attended in Junior Year
- Extenuating Circumstances

Include documentation showing education reasons, exceptional hardship or other extenuating circumstances, along with detailed explanation.

**Medical/Psychological Reasons**

Must include supporting documents from medical/mental health provider.

**Residence change during school year of request (not applicable for move during the summer or previous year)** Please include two proofs of residency as verification of residence change.

**Additional Description of Above Reason(s) for Request:** (may include additional sheets if necessary)

**Parent/Guardian Placement Agreement:**

I understand that if this placement request is approved:

1. Transportation will not be provided by the school division and is the responsibility of the parent/guardian or adult student.
2. Enrollment may be revoked for poor grades, low attendance, excessive tardiness, disruptive or uncooperative behavior on the part of the student and/or parent/guardian, overcrowding, or other factors.
3. Approval does not constitute a permanent transfer and an application must be submitted for approval yearly.

*Any rising 9<sup>th</sup> grade student or current high school student who transfers from one school to another within the city, without a corresponding change of address, will be ineligible to participate in any VHSL activity for a period of one calendar year from the date of enrollment.*

**I certify that all of the information on this application form is correct to the best of my knowledge and belief. I understand the placement agreements as listed above, and I understand that an incomplete application, missing proof of residence and/or required documentation will result in denial of the request.**

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
Date

**Please submit this application along with proof of residence, and all supporting documentation (as outlined beside reason for request) to the principal of the school you are requesting for your student to attend.**

**Allow two weeks for processing. Requests can be submitted from May 1<sup>st</sup> – June 30<sup>th</sup>. Applications will only be accepted outside of this window if a family is new to Lynchburg City Schools, or if a family moves during the current school year.**

---

**FOR OFFICE USE ONLY**  
**Principal's Decision**

<u>Approved</u>	<u>Denied</u>
<input type="checkbox"/> Completion of Senior Year <input type="checkbox"/> Has attended same elementary school for 4 consecutive years <input type="checkbox"/> Has attended same middle or high school for 2 consecutive years <input type="checkbox"/> Extenuating Circumstances <input type="checkbox"/> Medical/Psychological Reasons <input type="checkbox"/> Residence Change	<input type="checkbox"/> Administrative Reasons (attendance, discipline, and/or grades) <input type="checkbox"/> Insufficient Documentation Provided <input type="checkbox"/> Move made outside of current school year <input type="checkbox"/> Proof of residence not provided <input type="checkbox"/> Requested school/grade is at capacity <input type="checkbox"/> Request does not meet criteria

**Coordinator's Notes (as applicable):** \_\_\_\_\_

\_\_\_\_\_

Signature of Principal \_\_\_\_\_  
Date