

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 144-AR-1. PARENTAL REQUEST FOR TRANSFER FOR VICTIM OF VIOLENT CRIME

Instructions: To request a transfer for your child out of a school due to your child being a victim of a violent criminal offense, please complete the following form and return it by \_\_\_\_\_ to the  
Date

\_\_\_\_\_. You will be notified by \_\_\_\_\_ regarding your child's  
Principal of Student's School Date

school assignment and your options if you decide to decline the school assignment at that time. The sooner you return the form, the sooner a transfer can occur.

Child's Name: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

School Child Currently Attends: \_\_\_\_\_

**To decline the transfer, complete this portion and return the form to the school district office.**

I, \_\_\_\_\_, decline to transfer my child.  
(Parent/Guardian Name)

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

\_\_\_\_\_  
(Print Name)

**To accept the transfer, complete this portion and return the form to the school district office.**

I select to have my child transferred. Please schedule a meeting with the appropriate school district administrator to discuss the options available for the transfer. I can be contacted at \_\_\_\_\_.  
(Telephone Number)

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

\_\_\_\_\_  
(Print Name)