

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STUDENT PLACEMENT REQUEST FORM FOR HIGH SCHOOL (GRADES 9-12)
(Approval of this request does not constitute a permanent transfer. Out-of-zone requests must be renewed yearly.)

Application Status: New _____ Renewal _____

Student _____
Last Name First Name MI DOB

Address/City _____ Zip _____

Telephone Number: Home _____ Business _____ Cell _____

Requested School _____ For School Year 20 _____ - 20 _____

School Serving Area of Residence _____ Grade Level
(for year listed above) _____

Currently Enrolled in Special Programs: Special Education: _____ Other: _____

School of Current Attendance _____ Current Grade Level _____

REASON(S) FOR THIS REQUEST

Check reason(s) for your request:

Please provide documentation from the list provided below:

<input type="checkbox"/>	Victim of a Crime	A, E
<input type="checkbox"/>	Completion of Senior Year At School Previously Assigned In Junior Year	A
<input type="checkbox"/>	Medical/Psychological Reasons	A, B
<input type="checkbox"/>	Course/Program Not Available In Zoned School	A, Course: _____
<input type="checkbox"/>	Residence Change	A, C
<input type="checkbox"/>	Extenuating Circumstances	A, D
<input type="checkbox"/>	Child of a VBCPS Employee Primarily Assigned to Requested School	A, F

DOCUMENTATION:

Please provide the following with this form in order to have this request considered:

- A. Verification of current address (ex. Current copy of water, electric or non-mobile telephone bill)
- B. *Medical-Physical/Psychological/Social Adjustment Reasons Form* completed by licensed professional
- C. Verification from parent of change of residence (ex. Housing contract or lease agreement)
- D. Documentation showing educational reasons, exceptional hardship or other extenuating circumstances
- E. School Incident Reports and/or Police Reports
- F. Verification of current employment if requesting for child of a VBCPS employee (ex. Copy of current pay stub or bus route reflecting the school requested)

Explanation/Description of Reason(s):

See reverse side of this form to complete your request.

