

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

Street Address _____ 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:

All requests must include verification of residence (ex. current copy of electric, gas, or water utility bill)

Requests submitted without required documentation will not be considered.

Victim of a Crime

Include school incident report(s) and/or police report(s)

Completion of Senior Year at School Previously Assigned in Junior Year

Medical/Psychological Reasons

Include *Medical-Physical/Psychological/Social Adjustment Reasons Form* completed by a licensed professional

Course/Program Not Available in Zoned School

Course: _____

Residence Change (Only Applicable to Moves Made During School Year of Request)

Include verification of residence change (ex. housing contract or lease agreement)

Extenuating Circumstances

Include documentation showing educational reasons, exceptional hardship or other extenuating circumstances (explain using space below)

Child of a VBCPS Employee Primarily Assigned to Requested School

Include verification of current employment (ex. copy of current pay stub or bus route reflecting requested school)

Explanation/Description of Reason(s):

See reverse side of this form to complete your request.

