

WEST CHESTER AREA SCHOOL DISTRICT

No. 206AG2

ADMINISTRATIVE GUIDELINE
APPROVED: May 25, 2016
REVISED: May 20, 2021

206AG2-Student Transfer Request Form For Attendance Exception

Student's Name: _____
Parent/Guardian Name: _____
Current Address of Student: _____
New Address of Student: _____
Phone Number: _____
Email Address: _____

1. Current School: _____ (Name of School)
2. Current Grade: _____ (Current Grade)
3. Requested School: _____ (Name of School)

4. Explain reason(s) for the transfer request. Be very specific.

5. List any action(s) initiated by current school to resolve the concerns listed above.

6. Describe any benefits or programs that the requested school can provide that are not available in the current school.

Please email completed form to Dr. Sara Missett at smissett@wcasd.net or mail to Spellman Education Center, 782 Springdale Drive, Exton, PA 19341. *All attendance exception requests MUST be received by March 31st and are only valid for that school year.*

Signature of Education Director

Date Approved