



Oak Park Elementary School District 97

260 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

Permissive Transfer

5120-AP

Permissive transfers will be granted on a case by case basis following the guidelines outlined below. **No request will be considered after August 1st unless there is a highly unusual circumstance that would warrant a transfer.** The following steps will occur:

1. The parent /guardian must complete the Permissive Transfer Request Form (F1) and write an explanation of why they would like the transfer to take place.
2. If necessary, a meeting will be held with the parent, the potential sending principal and the potential receiving principal as soon as possible.
3. The principals will send, in writing, their recommendation, including rationale, to the Director of Human Resources.
4. The parent /guardian will be informed, in writing by the HR department of the recommendation.
5. The parent/guardian may appeal the finding to the Director of Human Resources. The Director's decision is final.

The following guidelines will be followed:

- The recommendation of the principals will be based on the educational and /or emotional needs of the student.
- If the family relocates to a different D97 school and there have been 3 consecutive years of attendance at the requested school, the transfer will be granted.
- Kindergarten transfer requests will only be considered if older siblings have already been granted a transfer and are attending school for the transfer year.
- A transfer will be in effect until the end of fifth grade. The parent/guardian must re-apply for Middle School placement which will be determined by class size projections.
- Permissive Transfer will be immediately rescinded upon school referral to the District Truancy Officer. This referral will be based on excessive absence and tardies, both excused and unexcused.
- **Transportation will not be provided.**

Permissive Transfer**5120-F1**Oak Park Elementary District 97
Permissive Transfer Request_____
Student Name_____
Parent/Guardian Name_____
Home Address_____
Phone_____
Phone_____
Neighborhood School_____
Current Grade_____
Entering Grade_____
Requested School to attend/remain

Eligible for or receiving Special Education Services?

YES_____
NO

The need for a Permissive Transfer must be based on one of the following; please circle the appropriate statement(s):

K☐ Sibling attends requested school**1-5**☐ Sibling attends requested school☐ Change of address within Oak Park☐ Educational/Emotional need**6-8**☐ Sibling attends requested school for transfer year☐ Change of address within Oak Park☐ Educational/Emotional need☐ Continued placement with peers from elementary permissive transfer☐ I received 5120-AP_____
Parent/Guardian signature_____
Date

For Office Use Only

Date: Received _____

Date: Sent to Principals _____

Date: Recommendation _____

Date: Parent Notification _____

Date: Appeal _____

FINAL DETERMINATION:_____
Granted_____
Not Granted