



East Lyme Public Schools

P.O. Box 220 • East Lyme, Connecticut 06333 • (860) 739-3966 • Fax (860) 739-1215

Superintendent of Schools
Jeffrey Newton

Request For Intradistrict School Attendance

(This form to be used for requesting attendance in an East Lyme elementary school other than the student's neighborhood assignment)

In accordance with East Lyme Board of Education Policy #5117 (attached), the Superintendent is authorized annually to assign students to elementary schools outside their normal attendance area.

REQUEST FOR SCHOOL YEAR: _____ DATE _____

PARENT/GUARDIAN: _____

ADDRESS: _____

PHONE: _____

STUDENTS' NAME: _____ ENTERING GRADE : _____

_____ ENTERING GRADE : _____

Request permission for son/daughter to attend East Lyme elementary school other than the one assigned to his/her residency.

District School of Residence: _____ School Request Enrollment in: _____

REASON: _____

(use reverse if necessary)

DAY CARE PROVIDER: _____

ADDRESS: _____

PHONE NUMBER: _____

Parent Signature: _____ DATE: _____

SENDING PRINCIPAL RECOMMENDATION: _____ RECEIVING PRINCIPAL RECOMMENDATION: _____

SUPERINTENDENT APPROVAL: _____

Please complete this form and return to the district school of residence principal. He/She will forward this form to the receiving principal who will then forward it to Jeffrey Newton, Superintendent of Schools for his approval. Any questions may be directed to (860) 739-3966.

Rev 06-21-2016