

**INTERDISTRICT TRANSFER APPROVAL LETTER**

January 1, 2017

«Title» «First1» «Last1»  
«Mailing\_Address»  
«CityZip»

Dear «Title» «Last1»:

You submitted an application requesting that your child(ren), «First» «Last», be permitted to attend Findlay City Schools instead of «Home\_School» as a result of the open enrollment program for the 2016/2017 school year. Interdistrict transfers are made on the basis of available space in the receiving school.

Accordingly, this letter is to inform you that «First» «Last» may attend «School\_Req» for the 2016/2017 school year. If you have not already done so, please contact the office at «School\_Req» regarding your child's schedule for the 2016/2017 school year.

As part of the law which allows students to attend districts through the Open Enrollment Program, it is necessary for parents to register their children in their home school district («Home\_School») as well as the district the children will be attending (Findlay). If you have any questions, please call Mrs. Kim Missler, Student Information Coordinator at 419-427-5432.

Upon request of a parent, transportation for non-handicapped interdistrict transfer students will be provided from established pick-up and drop-off points serving the assigned schools. Any questions regarding transportation should be directed to Mr. John Dell, Director of Transportation, 419-425-8363. Please be aware that transfers are approved on a year-to-year basis.

If you have any questions regarding this matter, please contact me at your earliest convenience.

Sincerely,

Edward P. Kurt  
Superintendent of Schools

EK/mb

Reviewed 6/18/2012  
Reviewed 1/1/2017