

Intra-District Enrollment Letter to Parent/Guardians
(Request to transfer to a GBAPSD school outside of your identified attendance area)



December 1, 2016

Dear Parent/Guardian,

It is hard to believe that we are almost entering the second semester of the 2016-17 school year. Time is flying by quickly and if you are interested in enrolling your child in a district school that is outside of you identified attendance area, we would like to share the following information with you for the **2017-18** school year:

Preference Window: January 3 - February 3, 2017

We will again be providing an application period that allows families within our school District to submit an Intra-District Transfer request that will be processed before those that are submitted through Open Enrollment (requests from outside the GBAPS District).

- These applications must be received between the dates of January 3, 2017 and February 3, 2017 (applications may not be submitted before January 3, 2017).
- The GBAPSD has several schools that are very close to being at capacity in certain grade levels. These may require a wait list with an end of May decision. For the best opportunity to receive a space in these schools, please get your application in during this Preference Window.
- Notification of acceptance, denial or wait list placement will be made by April 13, 2017.

Additional Window: February 6 - April 28, 2017

Applications submitted during this window will be considered at the same time as applications that are submitted through Open Enrollment (request from outside the GBAPS District).

- These applications must be received between the dates of February 6 through April 28, 2017.
- Notification of acceptance or denial will be made by June 23, 2017.

Additional Information for both Windows:

- Students attending a non-attendance area school through Intra-District Transfer are required to follow all attendance and behavioral policies and procedures for GBAPSD students.
- Failure to follow attendance and behavioral policies and procedures may result in the student's Intra-District Transfer approval being revoked.

Application **forms are available** on-line at www.gbaps.org (by clicking on the Parents tab and then selecting "Forms") or can be picked up at any school within the GBAPS District or the District Office Building.

All **completed** applications should be submitted to:
Green Bay Area Public School District
Central Registration, Room 116
200 South Broadway Street
Green Bay, WI 54303

Questions can be directed to Jenny Vandenplas at (920) 272-7069.