

**SCHOOL DISTRICT OF CLAY COUNTY
APPLICATION FOR SPECIAL PUPIL REQUEST
FOR THE ____/____ SCHOOL YEAR
SPR (REGULAR) SPE (EMPLOYEE) SPI (IB PROGRAM) SPA (ACADEMY)**

PUPIL'S NAME: (Last) _____ (First) _____ GRADE ENTERING: _____
PARENT'S NAME: _____ HOME#: _____ WORK#: _____
ADDRESS: _____ CITY: _____ ZIP: _____
EMAIL ADDRESS: _____ DATE OF BIRTH: _____
REASON FOR REQUEST: _____
DAY CARE (K-6 ONLY-ATTACH DAY CARE FORM)
COURSE OF STUDY/ACADEMY (GR. 9-12 ONLY): _____

ATHLETIC PARTICIPATION: Recruitment is prohibited by Florida High School Athletic Association. Participation involving recruitment will jeopardize your student's athletic eligibility.

PARTICIPATES IN THE FOLLOWING: _____

ZONED SCHOOL _____	REQUESTED SCHOOL _____
IF APPROVED, PARENT MUST PROVIDE TRANSPORTATION.	
NOTE: To be approved, a student must have satisfactory attendance; satisfactory grades, satisfactory conduct, and must maintain the above requirements to avoid revocation of the Special Pupil Request. Siblings living in the same household and/or extenuating circumstances will be given consideration on a case by case basis if the above criteria are met.	
PARENT SIGNATURE: _____	
<u>Student may remain at approved school unless Special Pupil Request is revoked.</u>	

STEP 1: RELEASING SCHOOL: _____ **PRINCIPAL'S SIGNATURE:** _____ **DATE:** _____
COMMENTS: _____

STEP 2: RECEIVING SCHOOL: _____ **PRINCIPAL'S SIGNATURE:** _____ **DATE:** _____
APPROVED FOR: _____ **ACADEMY/ GRADE LEVEL (GRADES K-8) SPACE AVAILABLE? Yes No**
COMMENTS: _____

STEP 3: FORWARD COMPLETED PACKET TO K-12 ACADEMIC SERVICES

STEP 4: SUPERINTENDENT/DESIGNEE/BOARD
SIGNATURE: _____

DISTRICT-WIDE REVIEW: DATE _____ (Please Circle) **APPROVED ON PROBATION APPROVED DENIED**
Probation/Denied for the following reasons :(Please Circle) Attendance Grades Conduct Space Availability Closed School Zone
COMMENTS: _____

STEP 5: RECEIVING SCHOOL NOTE, IF APPROVED, "FOCUS" ENTRY SHOULD BE MADE.

FL STUDENT ID#: _____ **Entry Date:** _____ **Initial:** _____

Distribution by District Office: Original – K-12 Academic Services; Copy 1- Releasing School; Copy 2 - Receiving School; Copy 3 Parent. Releasing school will withdraw student after receipt of approved SPR OR after summer school if application is for the next year.