



# CARLISLE AREA SCHOOL DISTRICT REQUEST FOR CHANGE OF BUILDING ASSIGNMENT

**Complete one (1) form per student.**

**2023-2024**

The student must be registered prior to this request being submitted. A change of building will only be approved for limited reasons. These reasons include:

- Before and after school child-care (child-care transportation request form available in PowerSchool parent portal)
- Siblings attending same school

There is no guarantee, even if a student was previously approved. Requests made prior to the start of the school year will receive notification in mid-August. If the request is granted, it will be the responsibility of the family to provide on-time transportation for the start and end of each school day.

STUDENT NAME

GRADE (2023-24)

PARENT/GUARDIAN NAME(S)

STREET ADDRESS

CITY

STATE PA ZIP CODE

EMAIL

DAYTIME PHONE

SCHOOL-AGE SIBLING NAME(S)/GRADE(S)

HOME SCHOOL ASSIGNMENT

CURRENT BUILDING ASSIGNMENT

BUILDING REQUEST FOR 2023-2024

**CHECK ANY SERVICES THAT YOUR CHILD RECEIVES**

ACT    ELD    LEARNING SUPPORT    READING SUPPORT    SPEECH/LANGUAGE

**REASON FOR REQUEST** Select One::    New    Renewal    **EXPLANATION:**

DATE

PARENT/GUARDIAN SIGNATURE

**Return completed form via email to:** Mrs. Baker at bakerj@carliseschools.org - or -

**Mail to:** Carlisle Area School District; District Office: Building Request; 540 W. North Street; Carlisle, PA 17013

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**FOR ADMINISTRATIVE USE ONLY**

Revised 5/23

**Date:** \_\_\_\_\_ **Principal and Director of Operations:** \_\_\_\_\_

Received \_\_\_\_\_ Approved \_\_\_\_\_

Registered \_\_\_\_\_ Approved with the following condition: \_\_\_\_\_

Parent reply \_\_\_\_\_

Decision letter \_\_\_\_\_ Not approved; reason: \_\_\_\_\_