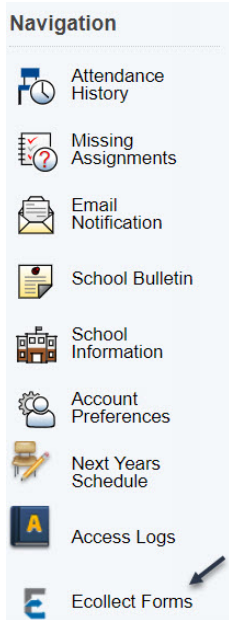


How to Fill Out of Neighborhood Request Form

Out of Neighborhood Request Forms are in your PowerSchool Parent Portal account. If you are out of district you will need to fill out a different form. Please contact Judy Peiffer at 751-3430 for more information.

Step 1: Click on Ecollect Forms on the left-hand side navigation bar.



Step 2: Click on K-5 Out of Neighborhood Request Form Under Transfer Requests

Transfer Requests

Status	Form Name	Form Description	Category	Last Entry
Empty	K-5 Out of Neighborhood School Request	This request is based on a year to year basis. Turning in this form does not guarantee placement in requested school.	Transfer Requests	

Step 3: Fill out the form and hit submit. Only hit submit once. The form will remain yellow and in pending until the form has been approved by the district office.