



CANCELLATION FORM 2023 - 2024

This completed form authorizes the Office of School Choice to <u>CANCEL</u> the special assignment for:
Student Name:
Date of Birth:
Grade:
Student Number:

GUIDELINES FOR COMPLETING THE CANCELLATION FORM

Cancellation forms for any choice assignment (magnet, special transfer, charter, Title 1/NCLB or OSP) shall require the following steps listed below. To lessen the disruption to the educational process, all in-district transfer requests will occur at the end of the nine-week grading period, except for approved hardship cases.

1. Parent must complete the Cancellation FORM. Forms are available at any school site or can be downloaded from the Choice website www.duvalschools.org/enroll.
2. The parent/guardian must notify the current school of the cancellation request and receive a signature from the principal or designee.
3. All cancellation requests should be submitted to the Office of School Choice via email or delivered in person.
4. The Office of School Choice will review and process the request.
5. School Choice staff will notify the receiving principal.
6. If approved, the parent will be notified and be responsible for returning all textbooks and/or library books that were issued to the student before the student can enroll.
7. If both principals do not consent, the request will be sent to the Region Superintendent for review. The Region Superintendent will render a decision and the parent will be notified by the Office of School Choice.
8. Charter Statute 10023.33 includes a special provision that allows charter students to return to the traditional school setting which may include but is not limited to choice assignments or the neighborhood school. When a choice assignment is not available, charter students will be allowed to return to their Attendance Area School.
9. Cancellation requests submitted due to a change of residence whereby transportation to and from the choice school has become a hardship, will be accommodated in most cases. Parents must provide proof of residency with supporting documentation.