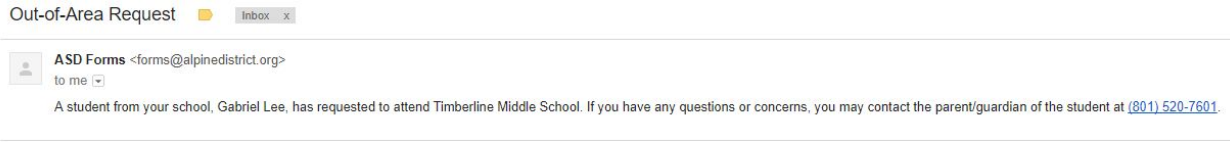
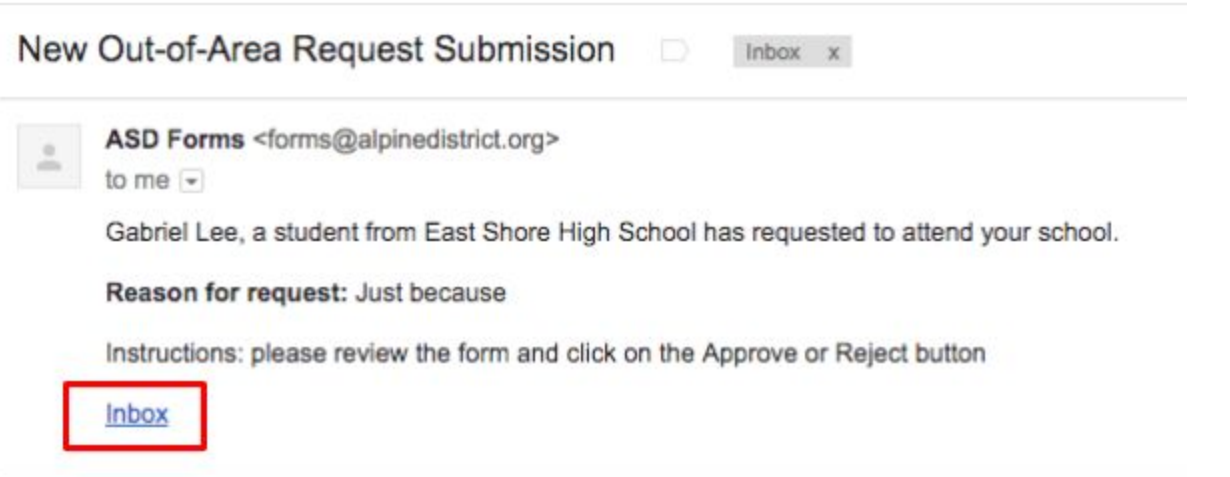


1. When the parent submits the OOA Request form, the current principal is notified of the request. The principal may contact the parent or guardian with questions or concerns.



2. The requested school principal is notified of the OOA Request. A link is provided to the inbox where the submitted form can be accessed.



3. You will need to sign into the forms inbox using your universal login credentials. In the inbox there is a list of forms that need action taken. Select the form you would like to review by clicking on the form name.

ID	Form	Submitter	Step	Submitted
14	Out-of-Area Request	webmaster	Requested School Principal	2 mins ago
10	Mileage Reimbursement	webmaster	Admin Approval	December 7, 2017 at 7:33 pm

Note: universal login credentials are the same ones that you use to sign into your computer and alio with.

4. The submitted form will be available for review.

Select Enrollment Period	
Current School Year 2017/18	
Today's Date	
12/11/2017	
This application is currently past the open enrollment deadline. Your request may be delayed.	
Does the student currently attend a school within the Alpine School District Boundaries?	
Yes	
Student Name	
Gabriel Lee	
Student Number	
12343223	
Grade	
8	
Birth Date	
12/20/2017	
Student Address	
3498 Bear Hollow Way Lehi, Utah 84043 United States Map It	
Parent Phone Number	
(801) 520-7601	

5. To the right of the form you will approve or deny the request.

Workflow

Entry ID: 14

Submitted: 5 mins ago

Submitted by: webmaster

Status: Pending

Requested School Principal (Pending Approval)

User: webmaster (Pending)

Note

✓ Approve

✗ Reject

6. If the request is approved, the process ends and the registrar at the requested school is notified.

Out-of-Area Request Approved Inbox x



ASD Forms <forms@alpinedistrict.org>

to me ▾

An Out-of-Area Request has been approved for the following student to attend your school.

Transferring from: Timberline Middle School.

John Doe

Student ID: 12365489

457 S 4578 E

Schoolville, Utah 84268

7. If the request is denied, you will be required to select the reason(s) for the denial and provide a note with further explanation.

Requested School Principal Input	Requested Principal Denial (Pending Input)
<p>Reason(s) For Denial</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Closed School/At Capacity<input type="checkbox"/> Special Education Limitations<input type="checkbox"/> Serious Infractions of Law/School Rules<input type="checkbox"/> Chronic Misbehavior <p>Please check the reason(s) for denial of the out of area request.</p>	<p>User: Ronald (Pending)</p> <p>Note *</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: right;"><input type="button" value="Submit"/></p>

8. The parent may contact the principal at the requested school with further questions about the denial. If they would like to appeal the decision, they will go through that principal. Otherwise, the process ends.