

TOTOWA BOROUGH PUBLIC SCHOOLS

Office of Curriculum & Instruction  
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Patricia Capitelli  
Chief School Administrator

May 10, 2017

Dear Parent(s)/Guardian(s),

Please complete the information below if your child **WILL NOT** be attending Passaic Valley Regional High School in September, 2017. The information requested is extremely important. Please take a moment of your time and fill in the bottom portion of this form and return it to your child's homeroom teacher by **Thursday, May 25, 2017**. If we do not receive the new high school information, your child's school records will be sent to Passaic Valley Regional High School.

If you are remaining a resident of Totowa and your child will be attending a high school other than PVHS, a copy of the acceptance letter from that high school is requested. If you have not previously done so, please attach a copy when you return this form. If transportation is needed, please contact Mrs. Barone (ext. 3200) to obtain the application for transportation.

If you will be moving to another district, please contact Ms. Siok at 973-956-0010, ext. 3002, to make arrangements to pick-up a copy of the transfer card and immunization records, which you will need to enroll your child in his/her new high school.

Sincerely,



Patricia Capitelli  
Superintendent of Schools

cc: D. Barone

**Only return this form if your child will NOT be attending PVHS in September.**

Student Name: \_\_\_\_\_ 2017-2018 Grade: 9

Name and Address of the High School the student is transferring to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Address: (*Only complete if you are moving out of Totowa*):

\_\_\_\_\_  
\_\_\_\_\_

Last day of attendance in Totowa June 21, 2017

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_