

[Date]

[Parent/Guardian Name]

[Street Address]

[City, State, Zip Code]

Re: Notice of Approved School Boundary Change

Dear [Parent/Guardian Name],

This letter is to inform you that the [School District Name] Board of Education has officially approved a change to the school attendance boundaries. This decision follows a comprehensive review of [reason for change, e.g., district growth, new school construction, or capacity adjustments].

Based on your residential address, your child's school assignment will change starting in the [Year/Year] academic year.

Current School Assignment: [Name of Current School]

New School Assignment: [Name of New School]

We understand that a change in schools is a significant transition for students and families. To support this move, the district will provide the following:

- **Open House:** An orientation for new families will be held on [Date] at [Time] at [New School Name].
- **Transportation:** Updated bus routes and schedules will be mailed to you by [Date].
- **Records Transfer:** All student files and academic records will be transferred automatically by the district administration.

If you wish to apply for an intradistrict transfer to remain at your current school, applications must be submitted by [Deadline Date]. Please note that approval is based on space availability and transportation is not provided for transfer students.

For more information, maps of the new boundaries, and frequently asked questions, please visit our website at [Website URL] or contact the District Office at [Phone Number].

Thank you for your cooperation and continued support of our schools.

Sincerely,

[Signature]

[Name of Superintendent/Official]

[Title]

[School District Name]