



CHICAGO PUBLIC SCHOOLS

Children First

William B. Ogden Elementary School · 24 West Walton Street · Chicago, Illinois 60610
Telephone 773/534-8110 · FAX 773/534-8017

Kenneth M. Staral
Principal

Mary Gray
Assistant Principal

05 May 2009

Dear Ogden Parent/Guardian:

In order to prepare for the 2009-2010 school year, students who have relocated or are planning to relocate prior to September 8, 2009, are requested to inform the Main Office no later than Friday, May 15, 2009. All necessary transfer documents will be prepared and given to your child on Friday, June 5, 2009.

The Chicago Board of Education's *Uniform Policy on Enrollment and Transfer of Students in the Chicago Public Schools* clearly establishes guidelines for student enrollment in neighborhood schools. According to this policy, students residing outside the attendance area for Ogden School, except those in the International Baccalaureate Preparatory Program or those officially enrolled through a permissive transfer program, will be transferred to their neighborhood school at the end of this current school year.

Complete the bottom portion of this letter **no later than Friday, May 15, 2009**, in order for the Main Office to prepare the necessary documents for a transfer. Thank you for your cooperation. If you have any questions, please feel free to call the school.

Sincerely,

Mr. Kenneth M. Staral
Principal

My child, _____, in Room _____,

will be transferring from Ogden School to _____.

Our new address is/will be: _____

(_____)_____

Please prepare the necessary documents to transfer my child effective June 5, 2009.

Parent/Guardian Signature
