



# Form 102: Application for Limited Open Enrollment

341 S. Bellefield Avenue | Pittsburgh, PA 15213  
Phone: 412-529-3952 | Fax: 412-622-3954  
Parent Hotline: 412-622-7920 | [www.pghschools.org](http://www.pghschools.org)

## Student Support Services

**Please note that Open Enrollment in grades K-8 will be limited to the schools in the same geographic region where the student resides.**

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_  
*Month/Day/Year*

Address \_\_\_\_\_

Current School \_\_\_\_\_ Grade \_\_\_\_\_

Requesting School \_\_\_\_\_ Grade \_\_\_\_\_

**Application must be submitted via e-mail to [openenrollment@pghschools.org](mailto:openenrollment@pghschools.org). **RE: Open Enrollment Appl - (STUDENT NAME/ present school) - FOR (SCHOOL)**. All students must first be enrolled with Pittsburgh Public Schools. Visit [www.pghschools.org/enrollment](http://www.pghschools.org/enrollment) to learn more about the enrollment process.**

I have read, understand and agree to the following conditions:

1. The District does not incur additional transportation costs; **transportation will not be provided unless there is an existing route with available space;**
2. Space must be available in the receiving school.

Parent Signature \_\_\_\_\_ Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR ADMINISTRATIVE USE ONLY

Disposition of Request \_\_\_\_\_ Date of Parent Notification \_\_\_\_\_

If space permits, the receiving school will then submit the application to the Office of Student Services, Administration Bldg., Room 440 in order to complete the transfer process.

Pittsburgh Public Schools (PPS) does not discriminate on the basis of not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@pghschools.org or 412.529.HELP (4357).