

## 1. General Criteria for Getting Permission to Change School Districts

The elementary or junior high school in which a child is enrolled in is determined by the Board of Education and is based on the area in which the student lives. There are however some cases in which the Sendai City Board of Education permits children to enroll in a school other than their designated school.

The criteria for getting permission to change school districts can be found below.

General criteria	Required Documentation	Contact
(1) Transfers due to student physical or emotional health		
① Disabilities or sickness Children with physical or mental impairments, or who are receiving long-term hospital treatment.	Medical Certificate	Special Education Section
② Entrance into Special Education Schools or Classes If the designated school does not have appropriate special education facilities for a particular child, or if the child will be taking classes in the hospital where he or she receives treatment.		Special Education Section
(2) Change of residence within Sendai City		
① Plans to move or to temporarily relocate If your move within the city has been decided or if you are having your home remodeled or building a new home that would require you to temporarily change school districts.	Certificate of home sale or purchase · Rental Agreement	School Affairs Section
*If the move to your new residence (along with necessary related paperwork) will be completed by the day before the school entrance ceremony is held, it is not necessary for you to apply for permission to change school districts.		
(3) Family Circumstances (related to supervision and care of children)		
① Elementary School Students If the legal guardians cannot care for their child after school due to work or other reasons, and the child is cared for by another person such as a relative or a Jido Club, they may be able to attend school in the district where they are cared for.  If the supervision and care of the child by the designated family member or Jido Club ends, and the school attended by the child is in the neighboring school district of the residentially designated school with a safe school commute possible, the legal guardian of said child may apply to continue having their child attend said school.	Legal Guardian's Notice of Employment · Proof of Supervision and Care (Certificate of attendance in the case of a Jido Club) · Residence Certificate (not necessary in the case of Jido Club Supervision)	School Affairs Section
② Sibling Relationship If one sibling in a family has gained permission to change their school district (except in the case of the child attending class at a designated hospital) other siblings may also be given permission to attend the same school as their sibling.		School Affairs Section

General criteria	Required Documentation	Contact
(4) Circumstances related to living environment		
<p>① Long distance commute to school If the designated school is more than 2 km from your home and farther away than a school in a neighboring school district, the child may be allowed to attend the closest school if a safe commuting route is possible.</p>		School Affairs Section
<p>② Special Preschool Circumstances There are cases in which children are allowed to apply to attend an elementary school in the same district where they attended preschool, particularly if they have difficulties with social interactions and the change in school districts is on the recommendation of an education counselor. In such cases, there must be a safe walking route to the school possible that is shorter than the route to the designated school. The school must also be in a neighboring school district.</p>	Notification from kindergarten concerning special conditions	School Affairs Section

\*Depending on the circumstances, there may be cases where other documentation will be required for submission.

## 2. How to apply to change a designated school

Guardians can submit applications to the address specified in this pamphlet. (Application forms are available in Sendai municipal schools, and can be obtained from the School Affairs Section at the Sendai City Board of Education).