



**REQUEST FOR OUT OF ATTENDANCE AREA WAIVER
2023-2024 SCHOOL YEAR**

Please print and complete one form per family. See attached Procedure (09.11 AP.1) Exception to School Attendance Areas for important information. All waiver applications must be submitted by March 1st^h.

SECTION I

Parent/Guardian Name: _____

Current Address: _____

Phone Number: Work _____ Home _____

This is to request that my child(ren) be transferred from

_____ (School of Residence) to _____ (Requested School)

Listed below is the name, birth date and grade level of any child affected by the requested school:

Child's Name	Date of Birth	Grade Level	Does child receive Special Education Services?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

1. School attended last year: _____

Attended from date _____ to date _____.

2. Have you ever been granted a waiver of the School Attendance Area policy in the past?

Yes, I last received a waiver for the _____ school year.

No, I have never received a waiver in the past.

3. Would you like your child to be considered for an Extra-Curricular Waiver?

Yes No Extra-Curricular Activity: _____

Child's Name: _____

4. Were there truancy issues regarding your child(ren)'s attendance?

Yes No

5. Did your child(ren) have any discipline problems either at school or on the school bus?

Yes No

If yes, please explain: _____

6. If this request is granted, do you understand that transportation to and from the school may not be provided by the school district?

Yes No

7. If this request is granted, how will your child be transported to and from school?

Note: If request for change in school assignment is based upon family hardship, including childcare, please continue to SECTION II. Child care issues shall not apply to students in grades six through twelve (6-12).

If request for change in school assignment is based upon a physical, psychological, or educational need, request must be supported by written documentation from a qualified professional. No such exception shall be granted prior to a written professional recommendation.

Reason for requesting change in school assignment based upon physical, psychological or educational need is as follows:

Written documentation from qualified professional is attached.

SECTION II

FAMILY HARDSHIP/CHILDCARE REQUEST

Reason for requesting change in school assignment based upon family hardship, including childcare is as follows:

SECTION V

CENTRAL OFFICE USE ONLY

Date childcare information verified: _____

Application Approved Denied Date _____

Parent Contacted Yes No Date _____

Present School Contacted Yes No Date _____

Requested School Contacted Yes No Date _____

Extra-Curricular Waiver Approved Denied Date _____

Professional recommendation, if required _____

Signature: _____ Date: _____

Director of Student Accounting and Support Services

For Central Office Use:

Unexcused Absences: _____ Unexcused Tardies: _____

Behavior Events: _____ Suspension Events: _____

GPA: _____

School Attendance Areas

ASSIGNED DISTRICT

All pupils shall be assigned by attendance areas and will attend the school designated to serve their area of residence. Each attendance area will be marked on a map in the central administration office. The Board may revise attendance areas from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

Educational guardianships, Powers of Attorney, Out-of-Attendance Area Waivers and similar documents signed by a parent attempting to establish residency of a student in a geographic attendance zone or in a school other than their home school shall not in and of themselves serve to establish residency for extracurricular activities. Approval for extracurricular activities in these cases may be granted by the Superintendent/designee.

IF FAMILIES MOVE

If a family moves from one attendance area to another within the school system during the school year, the pupil may continue in the school in which s/he was last enrolled provided no hardships are created and approval has been granted by the Principals and the Director of Pupil Personnel. Transportation arrangements shall be made by the parents or guardian at no expense to the Board. Upon moving, if a pupil withdraws, enrolls, and attends school in the new attendance area, s/he will not be permitted to re-enroll or attend the school previously attended unless the parents or guardians re-establish residence in that attendance area.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

REFERENCES:

¹KRS 159.070; OAG 80-394

²P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

KRS 160.1592

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

Adopted/Amended: 7/12/2018

Order #: 3.E.

Exceptions to School Attendance Areas

Exceptions granted under these procedures shall be granted for only one (1) school year and involve only the student(s) for whom the request is made.

RESIDENCE

Any parent/guardian desiring an exception to Board Policy 09.11 must submit sufficient documentation for prior review to the Central Office no sooner than February 1 and no later than March 1, for the upcoming school year. In general, earlier requests have a greater chance of being approved. Please refer to Board Policy 09.11 regarding extracurricular activities for students who are granted an Out-Of-Attendance-Area Waiver.

For the purpose of establishing eligibility in extracurricular activities for students who are registered under a Power of Attorney, a student will be eligible to participate in extracurricular activities only if the Power of Attorney was established for one of the following reasons:

1. Parent/Legal Guardian has been called to active duty in the military;
2. Parent/Legal Guardian is incarcerated;
3. Parent/Legal Guardian is deceased.

EXCEPTIONS

Requests for change in school assignment based upon a physical, psychological, or educational need must be supported by written documentation from a qualified professional. No such exception shall be granted prior to a written professional recommendation.

Requests for change in school assignment based upon family hardship, including childcare, must be documented. For childcare issues, documentation shall consist of the parent/guardian and the childcare provider completing the required forms. These forms may be picked up in the Central Office. Childcare issues shall not apply to students in grades six through twelve (6-12). No exception shall be granted if the request would cause the school to exceed its class caps or building capacity.

The prior year(s) daily attendance, grades, and behavioral issues shall be considered when requests for change in school assignment are submitted.

TRANSPORTATION

Special transportation needs created as a result of granting an exception is the responsibility of the parent/guardian.

DOCUMENTATION

With proper documentation, the Superintendent is authorized to grant an exception to Board Policy 09.11.

The District reserves the right to require or seek a second professional opinion of the student's need, or to have District staff members or other outside professionals review the documentation.

Exceptions to School Attendance Areas

APPEALS

Requests for change in school assignment that have been denied by the Director of Pupil Personnel or building principal may be appealed by the parent/guardian. The parent/guardian may write a letter to the Superintendent of the District explaining why the request for change in school assignment should be granted. The Superintendent's decision shall be final.

Review/Revised:6/18/2020