



**REQUEST FOR OUT OF ATTENDANCE AREA WAIVER
 2021-2022 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.*

SECTION I

Parent/Guardian Name: _____

Current Address: _____

Phone Number: Work _____ Home _____

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

_____ School to _____ 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: _____

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