

Administrative Procedure – Open Enrollment
Application For Exception to School Attendance Area Policy

Types of Transfers

The circumstances under which exceptions to Policy 7:30 may be granted are presented below with references to the corresponding application/consideration process.

1. The parents or guardians of a 4th/5th grade student move into another attendance area, and want their child to finish his/her elementary school experience at the current school of attendance. Refer to Process A.
2. The parents or guardians of a kindergarten-3rd grade student move into another attendance area, and want their child to finish his/her current grade level at the current school of attendance. Refer to Process A.
3. The parents or guardians of a student(s) will be moving into another attendance area, and want their child enrolled in the new school of attendance before the change in residence occurs. Refer to Process A.
4. A student is being retained at a grade level and must be reassigned to the teacher who recommended his/her retention, an assignment to which the student's parents or guardians object. Refer to Process A.
5. For circumstances not presented above, the parents or guardians of a student want their student to attend a district school other than the one in which he/she is currently enrolled. Refer to Process B.
6. A student needs a program that is not available at his/her current school of attendance, but is available at another district school. Refer to Process C.
7. To address his/her educational and/or physical problems a student needs a school environment that is not available at his/her current school, but is available at another district school. Refer to Process C.

Process A (Applicable to Circumstances 1 – 4)

- Parents or guardians who want to apply for an exception, complete an Application for Exception to School Attendance Area Policy and file it and any required attachments with the principal of the current school of attendance and the principal of the prospective school of attendance in accordance with procedures pre-established by administration.
- Principals of the two schools involved confer, decide and provide written response within two weeks of the date on which the application form is filed. For Circumstances 1 and 2, the current principal responds, and for Circumstances 3 and 4, the prospective principal responds. Copies of the response are provided for the non-responding principal and the Superintendent.

Process B (Applicable to Circumstance 5)

- Parents or guardians who want to apply for an exception complete an Application for Exception to School Attendance Area Policy and file it and any required attachments with the principal of the current school of attendance, the principal of the proposed school of attendance and the Superintendent of Schools. In order for the application to be considered, it must be complete and filed during, but not sooner than, the first two weeks of April in the school year immediately preceding the one in which the proposed exception would be effected, should it be approved.
- The Superintendent of Schools and the principals of the schools involved confer, decide and provide telephoned response (followed by written confirmation) as soon after registration day as possible, but no later than the seventh day of school attendance of the school year in which the proposed exception would occur. Approvals are telephoned by the principal of the receiving school. Disallowance and all written confirmations are provided by the Superintendent's office.

Decisions are based on the professional judgment of the district administrators, the composition of classes, the physical capacity of the receiving school and parity among district schools.

Where there is competition for available space, approvals will be granted on a first-come, first-served basis. The ordering of applications will be accomplished by date-stamping the applications that are received at the Superintendent's office.

- There are conditions or understandings that must attend exceptions approved under Circumstance 5:

The exception is granted for one year only. Those previously approved may re-apply, but are subject to the process already detailed above. Where there is competition for available space, those previously approved and who are reapplying will receive precedence over initial applicants, regardless of their order in filing.

A sibling of those approved is not automatically included in the exception. If parents or guardians want a sibling to enjoy the same exceptions as that approved for a brother or sister, this sibling must be the subject of a separate application, the status of which is the same as all other initial applications.

Students for whom an attendance exception is approved, must comply with all rules and regulations of the receiving school. Failure to do so may result in the revocation of the exception at any time.

Process C (Applicable to Circumstances 6 and 7)

- The recommendation to seek an attendance exception will be a product of the district's Special Services Team process.

Parents or guardians are to be involved in the process and must concur with the recommendation.

Details of the transfer and program are developed by the principals, teachers and parents or guardians.

Application timelines are flexible and are products of participants in the process.

Summaries of all proceedings are kept, with copies to participants and the Superintendent of Schools.

Reviewed: December 19, 2005

Adopted: February 27, 2006

Revisions:

GLEN ELLYN SCHOOL DISTRICT 41

**Application For Exception to
School Attendance Area Policy**

1. Name of Applicant _____
2. Address of Applicant _____
3. Phone Number of Applicant _____
4. Legal Relationship to Student (check one) Parent Guardian
5. Name of Student for Whom Exception is Sought _____
6. Student's Current School _____
7. Student's Current Grade Level _____
8. Number of Circumstance on which this application is based (see below for circumstances and corresponding numbers.) Number: _____
9. If you indicated Number 1, 2 or 3:
 - a. Date of move _____
 - b. New address _____
 - c. New school _____
10. If you indicated Number 3, attach signed/notarized statement by contractor or seller or landlord verifying occupancy date.
11. If you indicated Number 4 or 5, Identify your proposed school of attendance, using "1" for first choice, "2" for second choice, etc.

Lincoln Franklin Churchill Forest Glen
12. If you indicated Number 5:
 - a. Attach a statement of your reason(s) for requesting an exception. Please be specific, providing all relevant details and documentation
 - b. Initial this statement indicating that you have read and understand the process and conditions relative to Circumstance Number 5. _____
(Initial Here)

_____ (Signature) _____ (Date)

Completed applications and required attachments for Circumstance 1, 2, 3 or 4 must be filed with the principal of the current school and the principal of the prospective school. Completed applications and required attachments for Circumstance 5 must be filed during the first two weeks of April with the principal of the current school, the principal of the prospective school, and the Superintendent.

GLEN ELLYN SCHOOL DISTRICT 41

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3. The parents or guardians of a student will be moving into another attendance area, and want their child enrolled in the new school of attendance before the change in residence occurs.
4. A student is being retained at a grade level and must be reassigned to the teacher who recommended his/her retention, an assignment to which the student's parents or guardians object.
5. For circumstances not presented above, the parents or guardians of a student want their child to attend a district school other than the one in which he/she is currently enrolled. *(Formerly known as open enrollment. Please read conditions listed below.)*
6. A student needs a program that is not available at his/her current school of attendance, but is available at another district school.
7. To address his/her educational and/or physical problems a student needs a school environment that is not available at his/her current school, but is available at another district school.

Conditions Applicable to Circumstance Number 5 (Excerpted from Board Policy 7:30)

The exception is granted for one year only. Those previously approved may re-apply, but are subject to the process as detailed in Board Policy 7:30. where there is competition for available space, those previously approved and who are reapplying will receive precedence over initial applicants, regardless of their order filing.

A sibling of those approved is not automatically included in the exception. If parents or guardians want a sibling to enjoy the same exceptions as that approved for a brother or sister, this sibling must be the subject of a separate application, the status of which is the same as all other initial applications.

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