

In-District Attendance Permits - Regular Education

Parents/guardians may request an In-District Attendance Permit for their student to attend a school outside of their resident attendance area for students that meet one of the following criteria:

- Student requires a transfer for documented safety reasons.
- Student has moved to a different school outside of their attendance zone and would like to continue at their current school.
- Student has a sibling currently attending the requested school.
- Unique family circumstances

Application forms are available on the District's website. Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership who may consult with the receiving and resident school administrators.

The following guidelines are in effect beginning with the 2023-2024 school year regarding promotion/transitional years (elementary to middle and middle to high):

In-district attendance permits granted during Elementary School:

- When a student transitions from elementary to middle school they will attend the designated middle school. If the designated middle school to which the student is permitted feeds to a single high school, the student will attend that high school without the need to renew a permit.

In-district attendance permits granted during Middle School:

- If the middle school to which the student is permitted feeds to a single high school, the student will attend that high school without need to renew the permit.
- If the middle school to which the student is permitted feeds to multiple high schools, the student will attend their high school of residence or reapply for a permit.

**These guidelines during promotion/transitional years also apply to students who have participated in the lottery process at our magnet schools.

The following are additional considerations:

- In-district permits must be filled out for each student requesting a transfer.
- Students do not have a guarantee to keep the in-district permit beyond one year (unless noted above).
- Families are required to provide their own transportation for the student(s) when voluntarily transferring.
- If a request for an in-district attendance permit is denied, an appeal may be made in writing to the Deputy Superintendent whose decision on the matter shall be final.

All In-District Permits Are Subject to Cancellation Upon:

- Changes to in-district permit policies
- Changes to boundaries/attendance areas
- Change in student transportation needs
- Failure of the student to maintain adequate attendance
- Verification that voluntary school transfer request information provided was inaccurate or incomplete
- In-district permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate level administrator.

Parents may cancel their student's permit at any time.

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