

### **In-District Attendance Permits - Special Education**

Parents/Guardians may request an In-District Attendance Permit for their students in special education to attend a school outside of their resident attendance area. Application forms are available at each school site and on the District's website. Completed forms must be submitted to the school in their attendance area for initial review. Once permit applications have been reviewed at the school level they will be submitted to the Office of Learning and Leadership.

Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership in consultation with the Executive Director of Special Services and Student Supports as well as the receiving and resident school administrators.

Special Education permit approval will first be based on the same criteria and conditions as regular education permits. Additional conditions for special education permit approval include space in the appropriate special education program and the availability of the appropriate program and services in the requested building. The Executive Director of Special Services and Student Supports or designee will determine the availability of space and an appropriate program and services. The Individualized Education Plan (IEP) Team may be called upon to review appropriateness of the program placement when such placement is being considered or after a permit placement has occurred for a student.

Parents with approved attendance permits will be responsible for the transportation of students not attending their resident area school or the special education assigned school.

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