



In-District Permit Application Information

- The In-District Permit Application must be completed, signed, and submitted to the Office of Teaching and Learning. This form may be electronically submitted, mailed to the Office of Teaching and Learning, 2500 Edgewood RD NW, Cedar Rapids, IA 52405 or emailed to: tdecker@crschools.us.
- Review attached Cedar Rapids Community School District Policies, Procedures, and Regulations for detailed information and required documentation. Permission to attend another high school in the District **may affect** athletic eligibility.
- Admission to Magnet schools is by the lottery process. The Magnet schools within the Cedar Rapids Community School District are: Johnson STEAM Academy, Kenwood Leadership Academy, Cedar River Academy at Taylor, McKinley STEAM Academy, Roosevelt Creative Corridor Business Academy, and City View Community High School.
- Parents/guardians may request an In-District Permit Application for their student to attend a school outside of their resident attendance zone for students that meet one of the following criteria:
 - The student requires a transfer for documented safety reasons.
 - The student has moved to a different school outside of their attendance zone and would like to continue at their current school.
 - The student has a sibling currently attending the requested school.
 - Unique family circumstances.

Please contact your child's school or the Office of Teaching and Learning at 319-558-2414 if you have questions.

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Jessica Luna, Director Culture/Climate Transformation, Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

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.

Approved: 01-05-81
Reviewed: 12-11-89
Revised: 01-22-90
04-05-93
11-11-96
11-09-98
09-10-01
03-24-08
01-09-12
04-09-12
01-13-14
12-10-18
Reviewed: 04-25-2022
Revised: 02-13-2023

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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Proof of Residency

All new students entering the Cedar Rapids Community School District and current students who move to a new residence must provide the proper documentation to establish that they are a resident.

For purposes of this section, “resident” means a person who is physically present in a district, whose residence has not been established in another district by operation of law, and who meets any of the following conditions:

- Is in the district for the purpose of making a home and not solely for school purposes
- Meets the definitional requirements of the term “homeless individual” under 42 U.S.C. §11302(a) and (c)
- Lives in a residential correctional facility in the district.

The following websites may be used to confirm the appropriate attendance center based on the address:

- Linn County Auditor site: <https://lcgis.linncounty.org/apps/education/school-attendance-area/>

The parent/guardian name and the residence address must be listed on the document and residency at the address is required. Acceptable proof of residency documents:

- Purchase contract with possession date or closing date
- Most recent property tax bill
- Recent mortgage statement
- A current, signed lease or rental agreement with the rental term listed
- Utility bill (gas or electric) for the last or current month
- A pay stub from your employer, for the last or current month, showing the resident address
- A letter from the landlord with the rental term listed. It must list the property owner’s name, address, and signature; and the name and signature of the parent/guardian residing at the residence.
- If residing in another person’s home, please provide a statement from that person stating you and your child(ren) are living there, including their name and address, as well as one of the above approved address verification documents in their name.
- A verification of address form (in lieu of the above documents) filled out by a Cedar Rapids Community School District official.

Additional information:

- Any student whose residency is deemed homeless will be verified by our District Homeless Coordinator.
- Falsification of any information or document required for residence verification, or the use of the address of another person without actually residing there may result in revocation of enrollment at an attendance center and reassignment to resident school.

Approved: 01-13-14

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02-26-18

06-25-18

01-27-2020

High School Student-Athletic Transfers Within the Cedar Rapids Community School District

Eligibility

When a student transfers to another high school in the District, either through an in-District permit or a change in residence, athletic eligibility will be determined by the administration of the receiving school by:

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation.
2. Securing a written transcript of all high school credits.
3. Securing in writing a statement indicating that the student was in good standing in conduct, citizenship, and academic progress at the time of the transfer.

A maximum ten-day waiting period may be invoked pending verification of residence.

In-District Permit

In situations where families choose to have the student attend a school not in their resident attendance area through an in-District permit, the reason should not be for athletic participation. Beginning with the 2009-2010 school year, in the absence of any evidence of recruiting, when a student obtains an approved in-District permit to enroll in a high school in the District other than the high school in his/her home attendance area the following athletic eligibility provisions shall apply:

1. Any student who permits to a school other than the school assigned to their residence may not play at the varsity level for 365 days from the first day of attendance. Ninth and tenth grade students are only eligible to play on a grade level team. However, if that team sport does not have a full grade level schedule, the student must play at sub-varsity in that particular sport.
2. Students on permit who return to their school of residence may not play at the varsity level for 365 days from the first day of attendance. They are eligible for sub-varsity as stated in the opening bullet. However, a 9th grade student who has permitted to another school may cancel his/her permit and transfer back to his /her home attendance area school and be immediately eligible, if this occurs within the first 12 weeks of the student's freshman year.
3. A student whose family moves during their high school career must obtain an in-District permit to continue at the school they had been attending. However, the student would be fully eligible at either his/her new school of residence or the school he/she had been attending. Any student, who changes schools within the District absent a bona fide move of any family member, as defined by the Iowa Department of Education, the Iowa High School Athletic Association, and the Iowa Girl's High School Athletic Union, may not play at the varsity level for 365 days from the first day of attendance at the new school. Students must play grade level or at the lowest appropriate level offered in that sport.
4. If the attendance area of a student is changed by a boundary change implemented by the District, the student is fully eligible in the school of his/her newly assigned attendance area. During the boundary transition period as determined by the District, if the student is given the option to stay at the high school he/she was attending prior to the boundary change, the student is fully eligible to participate in that high school. Once a student attends the high school in the attendance area where he/she is assigned, a permit is required to attend another District high school and eligibility restrictions one through three above apply.

Change-In-Residence

A student who transfers to another school because of a change in residence may compete when eligibility has been determined, and immediately when all of the family's household goods have been removed from their previous residence and transferred to their new residence, when the parent resides on a continuous basis in the new home, and when the Superintendent/designee determines that no attempt has been made to circumvent the transfer rule.

Appeal Process

Students who are declared ineligible under this regulation may appeal the decision to the Superintendent/designee in consultation with the Activities Council. If the appeal is not resolved at this level, it may be presented to the Superintendent/designee whose decision on the matter shall be final.

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