



Independent School District 152



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Attendance Area Exception Request Procedure

Administrative Procedure: 536.1

Date Adopted: 06/28/1983

Date Reviewed: 12/12/2016

Section: Students

Date Revised: 12/12/2016

I. PURPOSE

The primary purpose of the attendance area exception request procedure is to provide a process for handling requests for exceptions to the established attendance areas.

II. GENERAL STATEMENT

The following specific considerations are pertinent:

A. An attendance area exception is to be approved whenever possible using the criteria specified below to guide the decision.

B. Processing of attendance area exception requests will begin after March 1 up until August 15, in the order in which they are received. The decision for approval or denial may be delayed. Each request is to be evaluated on its own merit in terms of the established criteria.

C. Students who are siblings of those who have previously transferred are not guaranteed approval on requests for transfer. Requests for siblings to transfer will be processed in the same manner as other transfer requests.

III. CRITERIA FOR APPROVAL OR DENIAL OF REQUESTS

A committee comprised of elementary building administrators and the assistant superintendent of finance and operations will review requests. The following items will be considered for approval or denial of requests:

1. School and classroom enrollment capacity;

2. The class size limits of the receiving school as established in Administrative Procedure 631.1;
3. The best interest of the student;
4. Attendance records and daycare placement issues;
5. Other factors deemed appropriate.

The parent/guardian is asked to follow these steps in securing permission to have their student(s) attend a school outside the normal attendance area.

STEP I

The principal or designee will ask the parent/guardian to complete the Attendance Area Exception Request Form (Administrative Procedure 536.2). The committee will approve or disapprove the request after considering the information provided.

Attendance Area Exception Request Forms may be submitted beginning on March 1 for the following school year. All forms received by June 1 will be acted upon by June 30.

STEP II

The parents are notified of approval or denial by receiving a copy of the form from the district administration.

STEP III

Requests which are denied by the committee may be appealed. Such denials must be explained to the parent/guardian by the building administrator. The parent/guardian is then referred to the Assistant Superintendent for appeal action.

STEP IV

In the event the request is still denied, the parent/guardian may, in the form of a letter, appeal to the Superintendent. Final action will be taken at this level.

Once a student transfer has been approved, the student becomes the responsibility of the receiving school during that school year unless the student leaves the school or another transfer is approved. A request to return to the school in the attendance area where the parent/guardian resides must follow the procedures and be judged on the criteria outlined above. Approval of such a request is neither automatic nor is it

guaranteed. All attendance area exceptions will expire at the end of the school year or earlier if revoked. Requests must be submitted for each school year.