

Instructions for Application to Attend School Outside of District of Residence

Obtain Variance Application from the School *of the District that the student is applying to attend*.

1. Complete Variance Application.
2. Obtain approval from the receiving school (DCSD School).
3. The District Office of the County of Residence (other District) grants permission to release the child.

Once the receiving school provides approval on the application, the receiving school will forward the application to Chief Financial Officer in the Business Office of Douglas County School District (DCSD) for final approval. Once these approvals are obtained, the application is then sent to the District of Residence, and they will approve the release of the student. Copies of the final documentation will be issued to the parent/guardian, the receiving school, and the District of Residence.

Approvals are based on the available space in that grade level and good student performance. The Principal of the accepting school reserves the right to deny the request based on the above stated items.

(This process is going to be handled electronically in the very near future to expedite the variance requests. More information to follow.)

Variations can only be granted for County's that share an adjoining boundary line. Those Counties are listed below:

1. Carson City School District
2. Lyon County School District
3. ***Alpine County Unified School District*

***Alpine County's process is different than the process outlined above. Please refer to page 2 of this document for instructions related to enrolling a student from Alpine County.*

For additional information or questions, please contact the applicable School District listed below:

Douglas County School District
Business Services Office
1638 Mono Ave.
Minden, NV 89423
775-782-5131 x1609

Lyon County School District
Attn: Comptroller
25 E. Goldfield Ave.
Yerington, NV 89447
775-463-6800 x 136

Carson City School District
Administration
1402 W. King St.
Carson City, NV 89701
775-283-1501

Instructions for Alpine County Unified School District Variance Process

Douglas County School District (DCSD) and Alpine County Unified School District (ACUSD) have a Memorandum of Understanding that allows students from ACUSD to attend school in Douglas County. The process for obtaining appropriate approvals varies from the process listed on the previous page.

ACUSD students wishing to attend school in Douglas County do not need to complete the Variance Application shown on the following page. Instead, the student will be required to provide a letter of approval from the Alpine County Unified School District Superintendent which states that the student in question has approval from Alpine to attend school in Douglas County. This letter should be addressed to the Chief Financial Officer for Douglas County School District, who will forward approval to the appropriate parties.

It is best to contact the school of choice in Douglas County to ensure they can accept the student, based on grade level capacities. If the site requested cannot accept the student, it is the parent/guardian's responsibility to locate a DCSD School Site who has the ability to accept the student. Once the school the student will attend, the parent/guardian should seek approval from the Superintendent in Alpine County Unified School District, and the letter referenced above will be issued to DCSD. Once DCSD receives this letter from ACUSD, the student may be enrolled in the authorized school.

Douglas County School District

1638 Mono Ave • Minden, NV 89423

775-782-5131

Application to Attend School Outside District of Residence

For School Year _____

1. (Please print firmly)

Students Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Phone Number: _____

Residence Address: _____ Nevada _____

Mailing Address (if different): _____

County: _____ Date of Birth: _____

This request is for the above-named student to attend: _____ School, in Douglas County.

The reason for this request is:

- In making this application, I understand that my child must meet acceptable standards of attendance and conduct as established by the school principal.
- I further understand that a variance will be granted only when appropriate space is available and that the variance may be revoked at any time as a result of discipline, attendance problems, or classroom overcrowding.
- I accept responsibility for providing transportation for my child.
- I am aware that variances are granted for one year only.
- Athletic eligibility is **not** granted with this variance request. Application for athletic eligibility must be submitted to the Nevada Interscholastic Activities Association (NIAA) for final approval.

Signature of Parent/Guardian _____

Date of Request _____

ACCEPTANCE BY RECEIVING SCHOOL OF ATTENDANCE

2. Student is () is not () approved for acceptance

(Principal/Designee) _____

Date _____

DCSD Employee

Comments: _____

3. VARIANCE IS () IS NOT () APPROVED FOR THE _____ SCHOOL YEAR

Date: _____

(DCSD Superintendent or designee signature) _____

PERMISSION FROM DISTRICT OF RESIDENCE

4. The above named student is granted permission by _____ School District to attend the above named school in the district requested.

(Superintendent or Designee) _____

Date _____

Comments: _____