

DOUGLAS COUNTY SCHOOL DISTRICT
APPLICATION FOR ATTENDANCE VARIANCE WITHIN DISTRICT

Douglas County School District Policy No. 503 states: The Superintendent may assign a pupil to a school other than designated by the attendance area, when such exception is justified by circumstance and is in the best interest of the student.

1. Variances are granted on a space-available basis and could be revoked, if the receiving school becomes overcrowded or for other reasons.
2. Parents must provide their own transportation unless existing bus routes can accommodate the student(s).
3. Variances must be approved for each school year.

I hereby request an attendance variance for the **2019-20** school year under the conditions indicated above. I have read and understand Admin. Regulation No. 809 per the reverse of this request.

_____ Date of Request

_____ Parent/ Legal Guardian Signature

Student's Name: _____ Birthdate: _____ Grade: _____

Student's Name: _____ Birthdate: _____ Grade: _____

Student's Name: _____ Birthdate: _____ Grade: _____

Parent/ Guardian's Name: _____

Physical Residence Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

My child(ren) is/are currently zoned to attend _____ school.

I request that my child(ren) attend _____.

REASON FOR REQUESTING VARIANCE: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Pending Residence Change | <input type="checkbox"/> School Calendar Preference |
| <input type="checkbox"/> Work/ Childcare Considerations | <input type="checkbox"/> Special Program need |

If Special Program is checked, please specify: _____

Classroom space is is not currently available.

_____ This variance request is not approved.

_____ This variance request is approved pending continued availability of classroom space.

(See Regulation on Reverse)

Principal of School Requested

DOUGLAS COUNTY SCHOOL DISTRICT

Administrative Regulation No. 809

Operations

INTRA-DISTRICT ATTENDANCE VARIANCES

It is recommended that all students attend the school to which they have been zoned. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interests of the student.

Attendance variances may be granted under the following conditions:

1. Each request must be submitted by the parent or guardian on the District's variance application form to the Principal of the receiving school. Reasons for the request must be indicated on the form. Acceptable reasons include:
 - a. Special education, social or emotional needs as determined by a competent professional when the child's best interests would be served at a different school.
 - b. Documented change of residence during the school year.
 - c. Documented proof of childcare for working parents that is out of the designated zone.
 - d. Conflict between a school calendar and family needs.
 - e. Other.
2. Variances will be considered when space is available at the requested school. Class sizes in the sending school and receiving school will be reviewed prior to variance approval.
3. Once granted, an attendance variance remains in effect for the remainder of the school year. A new application will be required for each subsequent year.

Variances may be denied or revoked for the following reasons:

1. A history of poor attendance and/or poor behavior on the part of the student(s) involved.
2. In the event of subsequent overcrowding, approved variances may be revoked based on the date of the application and/or reasons for the request.

Principals will not give **final approval** to variances until five days after the opening of the school year. During that period, students will be permitted to attend the school requested by their parent or guardian on the tentatively approved variance.

The School District will not provide transportation for students attending school on a variance, unless existing routes can accommodate them.