

5035-R Attendance Areas and Attendance Area Change Requests

Attendance Area Change Requests

1. Staffing will not be modified to honor attendance area change requests.
2. ~~We receive requests throughout the year. Secondary requests submitted during the summer will be approved or denied by early August.~~ **Secondary requests are due April 15 of each year. However, the district recognizes attendance area change requests may be made during the summer due to changing circumstances. Every attempt will be made to approve or deny requests by early August.** Students approved to attend grades ~~9-12~~ **8-12** on an attendance area change request will be allowed to remain at the receiving high school for the remainder of their high school years, unless the student is expelled and not allowed to return to school.
3. Approved attendance area requests for students entering grades ~~K-8~~ **K-6** are good for the school year for which the request was made. Requests must be made each and every school year. ~~Once an attendance area change request is approved for an elementary or junior high a K-7 student, every reasonable effort will be made to permit the student to complete the school year at the approved building.~~
4. **A student wishing to enter seventh grade at a junior high that is not in their attendance area will complete an attendance area change request form. Approval or denial for seventh grade area change requests will be made by the receiving principal.**
5. For families with more than one child seeking approval of an attendance area change request to a particular school, a request must be made for each student. Having one child receive approval of an attendance area change request does not automatically admit other children from the same family.
6. **Elementary** decisions will be made on a case-by-case basis and will be made by the receiving principals unless otherwise stipulated in this regulation. Among the factors to be considered will be current enrollment and staffing at the desired grade level at the receiving school and the transferring student's record at his or her current school.
7. **Secondary decisions will be made on a case-by-case basis and will be made by the receiving junior high principal and the appropriate feeder high school principal. Consultation with activity directors will take place as needed. Among the factors to be considered will be current enrollment and desired grade level staffing at the receiving school, as well as the transferring student's record at the current school.**
8. Any student approved to attend a school outside his or her normal attendance area is expected to be a good school citizen and live up to the receiving school's attendance and

behavioral standards. [K-8](#) Students who do not meet the requirements set forth by the receiving school will jeopardize their continued privilege of attending the receiving school.

ADOPTION DATE: January 12, 1988; Revised May 9, 1994 (formerly 5117-R); June 10, 1996; Revised April 8, 2003; Reviewed March 11, 2008; Revised November 22, 2016

CROSS REFERENCE(S): 5035, [5300 and 5300-R Activities Participation Eligibility](#)

ADMINISTRATIVE REGULATION: