

## **ELEMENTARY (K-5) EXCEPTIONS TO ATTENDANCE AREA**

School boundaries are established with regard to student population within each school, and parents are expected to enroll their children at the school assigned to their residential area. However, the school district recognizes that circumstances occasionally warrant an exception to this procedure.

There are five possible scenarios\* to a change in student attendance area:

**1. A current FPS family moves out of FPS school district boundaries (but remains in North Dakota) during the school session but desires the student finish the semester in the FPS school.**

The family is moving or has moved out of district during the current school session. The family desires the student finish the semester at the current FPS school but the student will not continue to attend their current Fargo school beyond the current semester.

Refer to the attached form, *Request for Student to Continue Attendance Only to End of Semester*.

**2. A current FPS family moves out of their neighborhood school boundary into another FPS school boundary but desires the student finish the semester at the first school.**

The family is moving or has moved out of their neighborhood school boundary during the current school session. The family desires the student finish the semester at the current FPS school where attending until the move, but the student will not continue to attend that Fargo school beyond the current semester.

Refer to the attached form, *Request for Student to Continue Attendance Only to End of Semester*

**3. A family living in one FPS elementary school boundary requests that their student attend school at a different FPS elementary school without a change of address.**

The family is living within a FPS boundary for one elementary site but the family desires the student attend school at a different FPS elementary site.

Refer to the attached form, *Elementary Petition*.

**4. A family living outside Fargo School district boundaries requests their student(s) attend school in Fargo school boundaries.**

The family does not currently live in the Fargo School district boundaries, but the family desires the student to attend school within Fargo district boundaries. Based on enrollment, certain schools are closed to open enrollment.

Refer to the FPS website and the State form, *Open Enrollment Application*.

**5. A family living outside North Dakota requests their student attend school in Fargo.**

The only way a student could attend from another state is if parent pays tuition in advance of the start of the semester. The current cost varies by grade level between \$60-77 per day (more for residential programs). A student currently attending a Fargo school but whose family is moving out of state needs to enroll in the new school district of attendance.

*\*The McKinney-Vento Act requirements supersede all scenarios.*

## REQUEST FOR CONTINUED ATTENDANCE ONLY TO END OF SEMESTER

Student's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian(s) Name \_\_\_\_\_

Old Address \_\_\_\_\_

New Address \_\_\_\_\_ Date of Move \_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

FPS School where student has been and is currently attending \_\_\_\_\_

New School of Residence where student should now be attending \_\_\_\_\_

As parent / guardian of the above named student, I UNDERSTAND:

1. This form only authorizes the student to continue attendance at the current school until the end of the current school semester. This form does NOT authorize continued attendance at the same school beyond the current semester.
2. Student attendance and behavior will be the key factors affecting approval of this request. If either attendance or behavior become an issue at any time during the term, the principal reserves the right to withdraw permission for the student to continue attendance at this school.
3. The decision of the building principal is final.
4. The family is responsible for transporting the student to and from the school.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

As principal of this Student's current school of attendance, I give permission for the Student to complete the current school term. I reserve the right to withdraw permission if attendance or behavior become issues during that time. If attendance or behavior become an issue, the family will be informed that the Student must attend their new school of residence and that the Student's cumulative file will be forwarded to that school.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## ELEMENTARY PETITION

**Current (Continuing) Petition Requests:**

Parents of students currently attending on an approved petition may request enrollment of their child(ren) at the current school of attendance for the following school year by submitting the petition to the principal at the school requested by **May 1**. These current petition families will be notified no later than June 15<sup>th</sup> regarding the status of their request.

**New (Initial) Petition Requests:**

Parents of students requesting a new enrollment of their student(s) at a school outside their assigned attendance area may complete the information requested below and submit the petition to the principal at the school requested by **August 1**. These new (or late) petition families will be notified no later than August 15<sup>th</sup> regarding the status of their request.

**The following guidelines apply for ALL petition requests:**

- 1) Parents must reside within the Fargo School District.
- 2) Petition requests shall be submitted to the requested building's office by deadlines stated above.
- 3) Petitions will be acted upon utilizing the district adopted flowchart.
  - In times of rapidly increasing enrollment, elementary petitions may not be able to be approved until shortly before the start of school, due to priority given to children living within that school boundary to attend that school or may not be able to be approved at all due to capacity limits of a classroom and/or a building.
  - In determining whether space is available, the affected building principal will consider class size and composition of the class(es) affected.
- 4) Placement must provide appropriate services and be in the best educational interest of the student as determined by administration.
- 5) One petition form must be completed **annually** for each child. If space is not available for all children in a family, parents may either withdraw the petition or split the children between the two schools.
- 6) The student's family assumes the responsibility for transportation to and from school.
- 7) The student maintains acceptable attendance and behavior as determined by administration (AP 6220 Student Attendance).
- 8) The decision of the building principal is final.

**FPS School Requested** \_\_\_\_\_ **FPS School of Residence** \_\_\_\_\_

**Student's Name** \_\_\_\_\_ **Current Grade** \_\_\_\_\_

**Name of parent/ guardians(s)** \_\_\_\_\_

**Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**What, if any, special education services are required:** \_\_\_\_\_

**Reason for the request to attend outside the Neighborhood School** \_\_\_\_\_

**Initial Request**       **Continuing Request**      **Effective Date Requested** \_\_\_\_\_

\_\_\_\_\_  
**Parent/ Guardian's Signature**

\_\_\_\_\_  
**Date**

**Principals' Decision (circle one):**      **Enrollment Granted**      **Enrollment Denied**

**Reason if Denied** \_\_\_\_\_

\_\_\_\_\_  
**Principal of Requested School**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal of Resident School**

\_\_\_\_\_  
**Date**