



2012-2013
LAWRENCE PUBLIC SCHOOLS
SENIOR HIGH SCHOOL BUILDING ASSIGNMENT WAIVER

Transfer requests must be submitted to Lawrence Public Schools,
110 McDonald Drive, Lawrence, Kansas 66044 ATTN: Denise Johnson

High School Building Waivers may be considered for relocation or for medical, legal or emergency reasons, only.
High school re-assignments for school preference will not be considered.

PLEASE PRINT

Date Name of Student Grade in 2012-2013

Did student attend Lawrence Public Schools during 2011-2012? If so, where

Address of record ZIP

Home Phone Parent/Legal Guardian Work Phone

I am requesting a reassignment (please check one)
From Lawrence Free State High School to Lawrence High School
From Lawrence High School to Lawrence Free State High School

Please complete Section A if the reason for the request is based on Relocation-

A. Due to our recent change of residence, we are requesting that the above-named student be permitted to continue at the school he/she is currently attending through the completion of grade 12.

OR

Based on our pending relocation, we are requesting that the above named student be permitted to start attending the school that will serve our new residential area.

New address ZIP Effective date of relocation

Please complete Section B if the reason for the request is based on Medical/ Legal/ Emergency reasons-

B. I am requesting the alternate high school assignment based on-
Medical Reasons Legal Reasons Emergency Related Reasons

Required Documentation: 1) a letter explaining the "medical, legal and/or emergency" reason that you feel necessitates a building re-assignment. 2) a letter from a physician, therapist, attorney or other professional validating your medical, legal or emergency need for re-assignment. These items are required for consideration.

Note: The approval of this waiver may affect the student's interscholastic eligibility as regulated by Kansas State High School Activities Association (KSHSAA).

By affixing my signature below, I acknowledge that I have read and agree to comply with all provisions of school board policy JBCA - (Student Intra-district Transfer) and administrative regulations which are printed in their entirety on the reverse side of this form

Parent/Guardian Name (print) Parent/Guardian Signature

A written decision will be issued in a timely manner stating why the request was either approved or denied.

Parent/Guardian will be notified of action by U.S. mail or email.

Yes, I can be notified by email; my email address is
No, I cannot be notified by email

For Lawrence Public School authorized personnel only:

Skyward Parent Notified Date Rcvd Date Processed
Approved Denied

Building Reassignment Procedures

In Lawrence, we do not have an open enrollment policy; school boundaries are based on residential addresses. If attending Lawrence Public Schools, students are to enroll in the school designated to serve the attendance area in which the parent or legal guardian holds legal residence, and, in which the student resides. However, parents and/or guardians may request a reassignment to a different high school as outlined below.

High school reassignments for school preference will not be considered. Reassignments from one high school to another are considered for two reasons only: 1) Residential relocation, or 2) documented medical, legal, or emergency situations.

Reassignment Process

- Meeting one or more of the criteria for a reassignment does not automatically guarantee the approval. Consideration will be given to class size and the overall makeup of the grade level in determining a school's ability to accept a reassignment.
- Transportation shall be the responsibility of the Parents for any student approved for an intra- district building reassignment.
- If a student has been attending one school and then relocates to another school attendance area, an application may be made to remain at that school through graduation, regardless of the date. However, the request may be denied based on a history of attendance, behavioral and/or code of conduct issues.
- For all reassignment requests based on legal, health or an emergency issue, the parents/legal guardian must provide a written letter explaining the reason for the request, as well as provide other documentation, such as a letter from a physician, attorney or other professional validating your medical, legal or emergency situation.
- A written decision (via email or US mail) on all new applications received will be issued and if a request is denied, the notice provided will state the reasons for the denial.
- The district reserves the right to revoke any reassignment.
- Students affected by a board decision to alter an attendance boundary or to close a school will be provided an opportunity to request an intra-district building reassignment. The dates for submitting such a request will be specified at the time the board decision is made to close a school or to alter an attendance boundary.
- Students exiting a district program that requires placement in an alternate attendance site will have the opportunity to apply for an intra-district building reassignment to remain at the school they are attending at the time of exit regardless of the date.
- All approved intra district building reassignments shall be reviewed annually by the principal for renewal consideration. The principal may rescind a reassignment for factors related to building capacity, class size, boundaries, discipline, and/or attendance.
- Any approved building reassignment may be revoked at the end of any quarter if the student fails to comply with building rules outlined in the student handbook.
- Students (at any grade level) who move with their parents to a residence outside the district boundaries (into another school district) but wish to continue school attendance in the Lawrence School district must apply to the Lawrence School District for non-resident admission.

An appeal hearing can be requested to contest a denial of a building reassignment request based on medical, legal or emergency reasons only. The parent(s)/legal guardian(s) must submit in writing a request for an appeal hearing and send to: Lawrence Public Schools, Attn: Chief Operations Officer, 110 McDonald Dr., Lawrence, KS 66044. The hearing will be held within a reasonable timeframe. A panel, consisting of Board Members and district administrators, will hold the hearing with the parent/legal-guardian. The Appeal Hearing Committee will meet independently to make a final decision. The parent will be notified of the result of the hearing personally by phone or email. In addition, a letter stating the outcome will be sent via U.S. mail.

I have read the above policies/procedures regarding high school building reassignments within the Lawrence Public Schools.
_____ Parent Initial