



**Mankato Area Public Schools**  
 Central Registration Office  
 10 Civic Center Plaza,  
 Post Office Box 8741  
 Mankato, MN 56001-8741

# Application for Attendance Exception

## Application for 2018-2019 school year

Student name	Date of Birth	Current attendance area school	Requesting area school	Grade level	*Reason for request	Approval	Denied

**\*Reason for Request**

Residential-- Refer to Guideline #8

Childcare (Include childcare provider's name and address.) -- Refer to Guideline #10

Legal (A copy of legal documents must be attached to this form) -- Refer to Guideline #11

**Name, address and phone number of childcare provider:**

\_\_\_\_\_

\_\_\_\_\_

**I have read and understand the transfer of students and attendance exception guidelines on the back of this application including the possibility that a high school student may be ineligible for varsity athletics for one calendar year. -Refer to Guideline #7**

Parent / Guardian name Print: \_\_\_\_\_

Parents / Guardian signature: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**For Office Use Only**

Date Application Received: \_\_\_\_\_

Approved Date: \_\_\_\_\_ By: \_\_\_\_\_

Denied Date: \_\_\_\_\_ By: \_\_\_\_\_

Reason(s) Approved or Denied (Guideline Reference): \_\_\_\_\_

CC: Parent, School Requesting, and Attendance Area School



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## **Application for Attendance Exception**

### **Mankato Area Public Schools** Transfer of Students and Attendance Exception Guidelines

1. All transfer students and attendance exception requests will be reviewed and approved by the Superintendent or designee according to School Board Policy 622.
2. Applications for attendance exceptions must be made by April 1. The Superintendent or designee may approve exceptions at other times if extenuating circumstances exist.
3. Attendance exceptions are approved on a one-year basis only. Application must be filed yearly.
4. Only after an impact review of each proposed attendance exception on current and projected class size and building projected enrollments will any attendance exception request be approved or denied.
5. Students granted an attendance exception must:
  - a.) make satisfactory academic progress.
  - b.) maintain their behavior in accordance with the school's behavior policy.
  - c.) maintain regular daily attendance.
6. Parents or legal guardians are responsible for providing transportation to and from school for all students who have been granted an attendance exception. Students granted attendance exceptions must arrive at school and be picked up from school according to the individual school's schedule. The only exception may be for childcare if the childcare provider lives in a location, which qualifies for transportation services.
7. Students participating in athletics may be ineligible for one calendar year of varsity athletics. See Minnesota State High School League Transfer Rule By-Law 111.
8. In the event a student moves during a school year, that student is entitled to remain in the school presently enrolled in for the current school year if parents or guardians accept full responsibility for providing transportation to that school. *NOTE:* The student must enroll in the school in his/her area of residence for the following school year unless an attendance exception request is approved.
9. Anticipation of a change of residence is not sufficient proof to change school enrollment. Proof of actual rental or construction of a new residence with definite moving dates must be presented to the school district for consideration.
10. Requests for attendance exceptions due to childcare may be approved for K-6 students if adequate space is available. \* It is important to note that attendance exceptions for daycare purposes will not be honored after 6<sup>th</sup> grade.
11. If there is a legal matter that may require a student to attend school outside of his or her attendance area school, a copy of the necessary documentation must be attached to this form.