

# DOUGLAS COUNTY SCHOOL DISTRICT

## APPLICATION FOR ATTENDANCE VARIANCE – WITHIN DCSD

Douglas County School District Policy 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.

**Important Notes:**

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.

Student's Name: _____	Birthdate: _____	Grade: _____
Student's Name: _____	Birthdate: _____	Grade: _____
Student's Name: _____	Birthdate: _____	Grade: _____
Parent/Guardian Name: _____		
Physical Residence Address: _____		
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Home Phone : _____		Work Phone: _____
<b>The school my child(ren) is/are zoned to attend</b>	<b>The school I am requesting my child(ren) attend</b>	
Reason for the Variance Request:		
<input type="checkbox"/> Pending Residence Change	<input type="checkbox"/> School Calendar Preference	
<input type="checkbox"/> Work and/or Childcare Considerations	<input type="checkbox"/> Special Program Need	
If Special Program is selected, please specify: _____		
I hereby request an attendance variance for the _____ school year under the conditions indicated above. I have read and understand Douglas County School District Administrative Regulation 809 per the reverse of this application.		
_____ Parent/Legal Guardian Signature		_____ Date of Request

<b>For Site Use Only</b>	
<b>Classroom Space:</b>	<input type="checkbox"/> Is Currently Available <span style="margin-left: 200px;"><input type="checkbox"/> Is Not Currently Available</span>
<b>Variance Request:</b>	<input type="checkbox"/> Request is Approved <span style="margin-left: 100px;"><input type="checkbox"/> Request is Denied</span> <input type="checkbox"/> Request is Approved Pending Continued Availability of Classroom Space
_____ Principal Signature	_____ Date of Decision

# DOUGLAS COUNTY SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION - 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 educational, 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 the 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 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 parents 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.

See also: Administrative Regulations 809, 809(b), 809(c), 809(d)