

ADMINISTRATIVE REGULATION

No. 503(a)

Board of Trustees Douglas County School District

STUDENTS

INTRA-DISTRICT ATTENDANCE VARIANCES

It is recommended that all students attend the school to which they have been zoned. A student's physical residence is the sole determinant of which attendance area a student is zoned to attend. The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest 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 interest 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 located 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.

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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 stops on established routes can accommodate them.

[See Policy related to this Administrative Regulation](#)

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