

Administrative Procedure - Attendance Exception

Procedure

Any attendance exception request must be made in writing no later than June 30th prior to the school year for which the request is made and be directed to:

Assistant Superintendent
McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761

The attendance exception request must include the following:

- Name and grade of each child for whom the request is being made.
- Current address (this must be a permanent and primary residence – not an owned/leased home or apartment that is not the parents/guardians primary residence).
- Phone numbers (home and work).
- School to which child's geographic address is currently assigned.
- School being requested by parents/guardians for attendance exception assignment.
- Reason(s) for making the request (please be specific).
- **High School requests only**: Documentation by physician or mental health professional of chronic health or psychological need for environmental change.

Upon receipt, the request will be dated and recorded in the Superintendent's office. K-8 requests may be submitted after January 1st prior to the school year for which the request is made and will be considered after the August registration. High school exceptions will be considered within a reasonable response time after receipt. Parents/guardians will be notified in writing of the final resolution.

Elementary/Junior High School Guidelines

- Student Eligibility
 - Kindergarten through Grade 8 student enrolled in McLean County Unit District No. 5 school.
 - Parents/guardians are a resident of McLean County Unit District No. 5.
- Exceptions will be granted based on the classroom enrollment numbers at the requested and the assigned schools.
- Exception, if granted, will be for **one** school year only. A written request must be made each subsequent year if a continuation of the exception is desired. Once an attendance exception has been granted, there is no guarantee that it will continue to be granted in subsequent years.

- Parents/guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- **A student attending a junior high school on an attendance exception basis must be declared eligible by the Illinois Elementary School Association (IESA) to participate in sponsored activities.**

High School Guidelines

- Student Eligibility
 - Grade 9 through 12 student enrolled in McLean County Unit District No. 5 school.
 - Parents/guardians are a resident of McLean County Unit District No. 5.
- Exceptions will be granted only for documented health or psychological problems.
- Exception, if granted, will be for **duration** of high school career.
- Parents/guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- **A student attending a high school on an attendance exception basis must be declared eligible by the Illinois High School Association (IHSA) to participate in sponsored activities.**

CROSS REF.: 4.170, 6.30, 6.140, 7.30, 7.300