

FARGO PUBLIC SCHOOLS ELEMENTARY PETITION

School boundaries are established with regard to student population within each school, and students are expected to enroll at the school assigned to their residential area. However, the school district recognizes that circumstances occasionally warrant an exception to this policy. Petitions will be processed in the order in which they are received. One petition form must be completed annually for each child. If space is not available for all children in a family, parents may either withdraw the petition or split the children between the two schools.

Current (Continuing) Petition Requests: Parents of students currently attending on an approved petition may request enrollment of their child(ren) at the current school of attendance for the following school year by submitting a petition to the principal at the school requested by **May 1**. Families will be notified no later than June 15th regarding the status of their request.

New (Initial) Petition Requests: Parents of students requesting a new enrollment of their child(ren) at a school outside their assigned attendance area may submit a petition to the principal at the school requested by **August 1**. Families will be notified no later than August 15th regarding the status of their request.

Remainder of the semester/school year Petition Requests: Parents of students requesting to continue attendance at the current school until the end of the current semester or school year due to a move within the district may submit a petition to the principal at the school.

*Students whose residency status changes from Fargo Public Schools resident to non-resident during the school year may request to complete the semester begun prior to the move by submitting a petition to the principal. Non-resident students interested in attending beyond the semester may submit an open enrollment application for approval. Schools accepting open enrollment applications include Clara Barton/Hawthorne, Ed Clapp, Jefferson, Lewis and Clark, Lincoln, McKinley, and Washington.

The following guidelines are considered in the enrollment decision:

- 1) Parents/guardians reside within the Fargo School District.
- 2) The classroom averages for the grade level requested in the receiving school stay at or below district targets as defined in the Fargo Public Schools Long Range Facility Plan and the classroom averages for the grade level requested in the sending school be at least 16.
- 3) After consulting with the Special Education Assistant Director, the specially designed instruction and related services can be provided within the caseload of existing staff.
- 4) Parents/guardians assume responsibility for reliable transportation. If a student has special education transportation via a 504 Plan or Individualized Education Plan (IEP), the district will no longer provide special education transportation in the case of an approved parent petition unless the IEP team has determined that the student would not access a free and appropriate education in their homebuilding.
- 5) The decision of the building principal is final. The decision of the building principal may be appealed to the Associate Superintendent to ensure the process defined has been followed.

*When school boundaries are changed, all existing petitions become null and void. Parents/guardians must then reapply to the desired school's principal. Petition approvals will not be automatic.

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PLEASE CHECK APPROPRIATE BOX

CONTINUING REQUEST FOR THE BEGINNING OF THE **2025-2026** SCHOOL YEAR (Due May 1st)

NEW REQUEST FOR THE BEGINNING OF THE **2025-2026** SCHOOL YEAR (Due August 1st)

REQUEST FOR THE REMAINDER OF THE **FIRST SEMESTER** or **2024-2025 SCHOOL YEAR** (Circle One)

REASON FOR REQUEST

REQUEST FOR STUDENT TO ATTEND A SCHOOL OUTSIDE OF THEIR SCHOOL OF RESIDENCE.

MOVING TO A DIFFERENT ADDRESS DURING THIS SCHOOL YEAR.

SIBLING IS IN A SPECIALIZED PROGRAM AT THE REQUESTED SCHOOL.

FPS SCHOOL REQUESTED _____ FPS SCHOOL OF RESIDENCE _____

STUDENT'S FULL NAME _____ GRADE REQUESTED _____

STUDENT'S CURRENT ADDRESS _____

WHAT IS THE PROPOSED/NEW ADDRESS (if applicable) _____

WHAT IS YOUR ANTICIPATED MOVE-IN DATE TO NEW RESIDENCE (if applicable) _____

NAME OF PARENT(S)/GUARDIAN(S) _____

E-MAIL ADDRESS _____ Phone _____

DOES THE STUDENT RECEIVE SPECIAL EDUCATION SERVICE? Yes ___ No ___

Please acknowledge understanding of the following statements:

1. Transportation **MUST** be furnished by the parent or guardian.
2. All transfers are contingent upon space availability in each school from year to year and therefore are granted for one year at a time.

Parent or legal guardian's signature

Date

******For office use only******

- Is the parent/guardian a resident within the Fargo School District: Yes ___ *No ___
- Will the grade level average in the sending school be at least 16? Yes ___ No ___
- Will the grade level average in the receiving school stay at or below the district target? Yes ___ No ___
- Is the student at Tier 1 or Tier 2 for attendance? Yes ___ No ___
- After consulting with the Special Education Assistant Director can the specially designed instruction and related services be provided within the caseload of existing staff: Yes ___ No ___ N/A ___
- Does the student have a sibling in a specialized program at the requested school? Yes ___ No ___ N/A ___

Approved _____ Denied _____

School Principal Signature: _____ Date: _____

Received: _____	_____	_____
Date	Time	Signature of Receiver

(principal of requesting school will send a copy to the principal of resident school)