

## Petition for Exception to Attendance – Middle School (Grades 6 - 8)

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. Parents/guardians may request enrollment of their child(ren) at a school outside their assigned attendance area by completing the information requested below and submitting the petition to the principal at the school requested.

Once the building principal has approved the petition, the school will remain the student's home school until the student's residence changes or school boundaries are changed. \* **This petition is only for Middle School. A High School petition will need to be filed if the student would like to attend High School outside of their residential area.**

- Petitions for first semester received by the last working day of July will be notified by the second Friday of August. Petitions for second semester received by the last working day of November will be notified by the second Friday of December.
- Petitions submitted after this window will be considered for the **following semester**, unless they meet one of the exception requirements below:
  - Documented bullying, verified through an official investigation.
  - Medical circumstances requiring a petition, supported by healthcare documentation.
  - Families new to the district after the start of the semester.
- Petitions will be processed in the order in which they are received.

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### Petition Guidelines

1. Parents/guardians reside within the Fargo School District.
2. Space is available within the grade level requested.
  - Average class size in the secondary core classes is not above 27 as defined in the Fargo Public Schools' Guiding Principles.
  - For petitions received after January 31st, approval may result in limited availability of elective courses for the family/student for the current and/or upcoming school year.
3. After consultation with the district's Special Education Director, it has been determined that the required specially designed instruction and, if required, related services, excluding transportation, 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 home building.
5. Parents/guardians/students understand High School Activities eligibility rules.
  - The eligibility rules are found at:  
<https://d2q0tptsfejku7.cloudfront.net/uploads/files/SafeguardEligibility.pdf>
6. The decision of the building principal may be appealed to the Associate Superintendent to ensure the process defined has been followed.
7. \*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.

**Part A: Family Request / Principal Review**

School Requested: \_\_\_\_\_ School of Residence: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade Requested: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Effective Date of Desired Placement: \_\_\_\_\_

Does the student receive special education services? Yes \_\_\_ No \_\_\_

Reason for Preference: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Petition Criteria (For Building Administrator Use Only)**

**Residency**

- Is the parent/guardian a resident within the Fargo School District? Yes \_\_\_ No \_\_\_

**Capacity**

- Middle School: Is the average class size (calculated by dividing the total number of students per grade level by the number of core teachers) below 27 students? Yes \_\_\_ No \_\_\_

**Special Education Consideration**

- After consulting with the Special Education Director, can the specially designed instruction and related services be provided within the caseload of existing staff? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Date and Time Received \_\_\_\_\_ Signature of Receiver \_\_\_\_\_

**Decision Rule**

If yes to all three applicable questions above, the petition is approved.

If no, the petition is denied. Approved \_\_\_ Denied \_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part B: Family Agreement (Completed at Welcome Meeting if Petition is Approved)**

*This agreement must be reviewed and signed by the student and parent/guardian during the **welcome meeting** with the new school administration. Approval of the petition is contingent upon acceptance of these terms.*

### **Attendance Requirement**

- Student attendance at the school and in all classes must remain above **90% each semester**.
- Exceptions may be made for documented medical circumstances.

### **Academic Requirement**

- The student must be **passing the majority of courses/classes** each semester.

### **Compliance**

- Failure to meet attendance and/or academic performance expectations will result in the student returning to their **school of residence** at the beginning of the next semester.

### **Acknowledgment**

We understand that continued enrollment at the petitioned school depends on meeting the attendance and academic performance expectations above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator (Welcome Meeting) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Petition revoked due to not meeting:**

Attendance Requirement \_\_\_\_\_ Academic Requirement \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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