

STUDENTS**Administrative Procedure – Exception to School Attendance Area**

Actor	Requirements and Actions That Must Be Completed
Parent(s)/Guardian(s) seeking exception to school attendance area	<ul style="list-style-type: none">● Parent(s)/Guardian(s) should contact the principal of the current school of attendance or the district center to obtain an application for exception to school attendance area.● Parent(s)/Guardian(s) who wish to request an exception to school attendance area must complete an application on or before August 15.● The application should be submitted to the principal of the assigned attendance area school prior to August 15.
Building Principal, designee or District Center Administrator	<ul style="list-style-type: none">● The Building Principal, or designee will send the completed application to the Principal of the attendance boundary school and the Principal of the requested school.● The Principal of the requested school, after reviewing the application, will submit it to the Assistant Superintendent for Planning, Technology and Operations for review and action.
Assistant Superintendent for Planning, Technology and Operations	<ul style="list-style-type: none">● The Assistant Superintendent for Planning, Technology and Operations will review the written application based upon educational need, program capacity, space at the requested school, and cost to the district.● Following a review of the application and discussion with the appropriate Principals, the Assistant Superintendent will make the decision regarding the request of exception to school attendance area and inform the parent(s) or guardian(s) of the final decision by letter.

LEGAL REF.: 105 ILCS 5/10-21.3 and 10-22.5.

CROSS REF.: 6:30.

Adopted: 6/24/02