



QUINCY SCHOOL DISTRICT ATTENDANCE AREA GUIDELINES

What does it mean for Pioneer, Mountain View, Ancient Lakes, Monument, and George to be Neighborhood Schools?

Pioneer, Mt. View, Monument, George and Ancient Lakes Elementary schools will become Kindergarten-fifth grade neighborhood schools, beginning with the 2019-2020 school year. This allows these students to attend their first six years at the same school without the disruption of moving to a new school until middle school. Which school your student attends is determined by where you live.

What is my child's "attendance area"?

Students must attend the school in the attendance area where they reside, with exceptions explained below. Students place of residence is defined as the physical location of the student's home (i.e., home/house/apartment in which the student lives at least four days out of a week). Verification of residency, such as a utility bill, will be required.

Are there any exceptions to attending the school in my attendance area?

There are two types of exceptions that may be made – Open Enrollment and Transfer for Cause at Parent Request.

Transfer for Cause at Parent Request may be granted at any time before or during year.

- Parents must prove a special hardship or detrimental condition exists by attending the school in their attendance area. Daycare will not be considered a special hardship or detrimental condition.
- The District determines if a request will be granted based on space available and other factors such as the student's discipline and attendance history.
- Parents assume full responsibility for transportation.

Open Enrollment is an annual opportunity for parents to request a transfer to a school not in their attendance area.

- Open enrollment is limited by space available at the requested school and other factors outlined in the policy such as the student's attendance and discipline record.
- Parents will be responsible for providing transportation, except that students may be allowed to ride on an established school bus route if doing so does not cause additional cost to the district.
- Open enrollment transfers granted may be discontinued based on student conduct or performance or upon withdrawal from school.
- Open enrollment is a lottery based, unbiased selection process. Applicants will be notified no later than the second Friday of August. If the Open Enrollment Application is denied the student will attend their neighborhood school.
- Open Enrollment for the 2019-2020 school year will be February 1st through February 28th. Applications are available at your neighborhood school office. Applications received after February 28th will not be accepted.

Can I still make a Teacher Request for my child?

No, due to the limited number of class sections (2-3) and to equitably balance classes, teacher requests will no longer be available. Parents will be able to provide placement input by completing a Student/Teacher input form.

To read the complete QSD Attendance Area Policy 3131, please visit: www.qsd.wednet.edu



Quincy School District #144
OPEN ENROLLMENT APPLICATION FOR ATTENDANCE IN NON-SERVICE AREA SCHOOL
(In-District Transfer)

3131

Student

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides, unless an open enrollment transfer request is granted. Requests must be submitted, in writing, to the Principal of the school the student is requesting to attend. Due to limited classroom space, applying does not guarantee approval. Open enrollment is a lottery based, unbiased selection process.

Open Enrollment Guidelines (refer to Quincy School District Policy 3131)

The purpose of open enrollment is to grant choice regarding enrollment in the elementary schools. The following provisions will apply:

1. Each year the District will establish a specific period of time to submit applications for open enrollment for the next school year. The transfer, if granted, will commence the first day of the next school year.
2. If requested, transfers will be granted to students during the open enrollment period each spring up to 90 percent of the established enrollment capacity by grade level of each building, and, if the building is over 90 percent capacity, when the "in" rate will not exceed the "out" rate. The Superintendent may prohibit open enrollment into a school that has an enrollment of more than 90 percent of its capacity if he/she determines that such prohibition would be in the best interest of the instructional program of that school.
3. Students who are siblings of students open enrolled in a school will be allowed to open enroll in that same school, provided the older sibling will be attending at the time of initial attendance by the younger sibling.
4. Parents shall be responsible for providing transportation for open enrollment students except that students may be allowed to ride on an established school bus route if doing so will facilitate their travel without additional cost to the district.

Instructions:

1. Present this application with Section I completed to the Principal of the school the student is requesting to attend. The non-service area Principal will review the request, and discuss the transfer with the Principal of the resident school. The non-service area Principal will forward the form with his/her recommendation to the Superintendent for review.
2. When approved by the Superintendent and the Director of Special Services, enrollment in the non-service area school is authorized.
3. Parents will be notified via this form.

Section I - Parent/Student Request (To Be Completed by Parent)

Student's Name _____ Birth Date _____ Current Grade _____

Address _____ Apt # _____ City _____ Zip _____

Parent/Guardian name _____ Phone _____

Service Area School _____ School/s Requesting to Attend 1. _____ 2. _____

3. No Preference

I hereby request that the above student be permitted to attend a non-service area school for the ____ - ____ school year.

Does the student receive special education/related services? No Yes If yes, explain: _____

Does the student receive Section 504 services? No Yes If yes, explain: _____

Has the child been suspended or expelled? No Yes If yes, explain: _____

Does the student have a sibling at the requested school? No Yes If yes, list names: _____

Is the student a child of a district employee? No Yes If yes, explain: _____

Parent/Guardian Signature _____ Date _____

Section II – Quincy School District Non-service Area Transfer Agreement (School District Use Only)

Non-service Area Principal Recommendation Approve ____ Deny ____ Initials ____

Director of Special Services Recommendation, if applicable Approve ____ Deny ____ Initials ____

Having examined the circumstances and facts stated above, the student's request to attend _____ School in the Quincy

School District for the ____ - ____ school year is **Approved** _____ **Denied** _____

Signature _____ Date _____ Title _____

Submit between: February 1 - 28, 2019