

Students

School Attendance Areas

School Attendance Area Waiver Requests

School attendance area waiver requests shall be processed administratively by the Assistant Superintendent of Schools or his or her designee. Building-level administrators shall refer parents and guardians to the Office of the Assistant Superintendent of Schools for information regarding waivers and waiver request forms.

The Assistant Superintendent of Schools shall consider all waiver requests in accordance with Board Policy # 5117. Where appropriate the Assistant Superintendent may request further information from parents or guardians in order to substantiate a waiver request in accordance with the criteria set out in Board Policy # 5117.

All waiver requests shall be answered in writing and shall state that the request has been approved for the school year in question or, if denied, shall identify the basis for denial in reference to Board Policy # 5117.

Regulation approved: June 12, 2001
Regulation revised: May 21, 2013
Regulation revised: June 16, 2020

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Dear **[Parent's name]**:

Please be advised that your child's designated school attendance area waiver has been revoked in accordance with Board Policy # 5117. This action was necessitated by the fact that since your child's enrollment in **[identify new school]** your child has **[Select option: 1. Been disciplined for inappropriate conduct in violation of Board policy; 2. Failed to remain in good academic standing; 3. Had a record of excessive absenteeism, or; Been excessively tardy]**.

Effective **[date]** your child will be expected to attend **[identify school attendance area school]**. Please contact my office at **[telephone number]** to discuss appropriate arrangements regarding your child's enrollment at **[identify school attendance area school]** at your earliest convenience.

Sincerely,

[Name]

Assistant Superintendent of Schools