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 NEW Regulation revised: May 21, 2013 Regulation revised: June 16, 2020

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

<u>Directions</u>: All requests for a designated school attendance area waiver should be made using the attached form. Please review Board of Education Policy # 5117 on applicable conditions for a waiver. Waiver requests must be made on a yearly basis. In the event that a waiver request is granted, the student's parent(s)/guardian(s) shall be responsible for transportation to and from the new school. Waiver request forms must be signed by both parents, if applicable. In the event that a student's parents are separated or divorced the waiver request form must be signed by each parent with educational decision making authority. If only one parent has educational decision making authority then a copy of any custody order indicating such must be attached to this request form.

Name of parent/guardian		Phone	Phone
Name of parent/guardian			
Address of Student			
Name of student	Date of birth	Current school	IEP □ 504 □ ELL □ ID:
Name of student	Date of birth	Current school	IEP □ 504 □ ELL □ ID:
Name of student		Current school	IEP □ 504 □ ELL □ ID:
absences may result in Student must remain	n revocation of the privilege to	o attend out of attendance area	de of conduct and/or habitual tardiness or excessive school. sod academic standing may result in revocation of the
Signature of parent/guardian		/	
Signature of parent/guardian			
Comments and/or Reason for Req	quest:		

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