

## Wisconsin Rapids Public Schools Boundary Exception Request Procedure

School Board policy states that, "All children in Kindergarten through Grade 5, living within the designated boundary lines of a given elementary school, must attend this given school unless a written exception is granted."

**Boundary Exceptions are valid for one school year only, as school circumstances change on a yearly basis.** Therefore, families need to reapply for a Boundary Exception each school year. The application period for Boundary Exceptions is the first full four weeks in February. The application period for the 2014-15 school year is February 3 – 28, 2014. Application is made by completing the Boundary Exception Request Form which is available at any school office, Central Office located at 510 Peach Street, Wisconsin Rapids, and at the District Website at <http://www.wrps.org/register.cfm>. All applications are due to the Director of Human Resources no later than 4:00 p.m. on Friday February 28, 2014. Any applications received after the February 28, 2014 deadline will be placed on a waiting list and will not be reviewed until August.

If your student is in Special Education (has an IEP) do **NOT** apply for a Boundary Exception, instead contact your child's Special Education teacher to schedule a placement meeting.

If your student receives English Language Learner (ELL) services, contact Leslie Lewison, Assistant Director of Pupil Services at 715-424-6724, ext. 1076.

Families will receive an Acceptance/Denial Notice, which will include a Confirmation Form, by the end of the school year, or as soon as practicable. Circumstances may arise that prevent the Boundary Exception decisions from being reached prior to the close of the school year. If the Boundary Exception is approved, it is the family's responsibility to return the Confirmation Form to the Human Resources Office located at 510 Peach Street, Wisconsin Rapids, by the date indicated. Families who receive an acceptance notice must return the enclosed confirmation form. If the Confirmation Letter is not returned by the indicated date, the Boundary Exception Acceptance is invalid and the student will remain at the neighborhood school for the following school year. The option of remaining at the neighborhood school is no longer viable after accepting placement.

If the requests exceed the space available, a lottery system will be used.

Transportation, if available, is at the expense of the parent.

Boundary Exceptions will be considered using the following criteria:

- Educational Programming
- Class Size
- Before/After School Care
- Student Academic and Behavioral Status

Families that move outside of their neighborhood school, but remain within the District boundaries, after the Boundary Exception Application deadline, will have the opportunity to apply for a Boundary Exception into their previous neighborhood school for the following school year.

**Note:** The District Administration reserves the right to transfer students for justifiable, educational purposes not stated within this policy.

Although it is the District Administration's goal to meet parent requests through the Boundary Exception process, there is a potential for approved Boundary Exceptions to be reversed prior to the beginning of the school year due to fiscal restraints of the District.

## 2014-2015 Boundary Exception Application

(Applications are due to the Human Resources Office by 4:00 on Friday, February 28, 2014)

**Please note, this form should NOT be used for students in Special Education. If your child is in Special Education (has an IEP) please contact your child's Special Education teacher to schedule a placement meeting. If your child receives English Language Learner (ELL) services, contact Leslie Lewison, Assistant Director of Pupil Services at 715-424-6724, ext. 1076.**

### General Information

Parent Name(s) and Address Child/Children Resides:	Child/Children's Full Name(s)	Child's Grade in 2014-2015
Parent Name(s) and Address (if different):		
	Date:	
	Home Phone:	
	Work Phone:	

Based on your resident address, what school(s) should your child(ren) attend?

What school(s) are you requesting to attend?

Were you granted a Boundary Exception for the 2013-14 school year (this school year)?

What are the reason(s) for this Boundary Exception?


### Transportation

Transportation becomes the responsibility of the parent once a request for a Boundary Exception is approved. The parent may contract with the District if transportation is available, but must agree to pay a fee sufficient to reimburse the District for the costs incurred. Please call Jody Gruber at 424-6704 for further details.

Request "Pay to Ride" (check one):    Yes    No

### For Office Use Only

Request Approved:	Transportation Available:
Request Denied:	Approved:
Date:	Denied:
Date of Notice:	Date:

**Boundary exceptions are granted on a year-to-year basis. You must re-apply each year.**

**Return To:**  
**Missy Bouchard - Human Resources**  
**Wisconsin Rapids Public Schools**  
**510 Peach Street**  
**Wisconsin Rapids, WI 54494**