

## **Wisconsin Rapids Public Schools Boundary Exception Request Procedure**

School Board policy states that, "All children in Kindergarten through Grade 9, living within the designated boundary lines of a given elementary or junior high 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 three weeks in February of each year. The application period for the 2009-10 school year is February 2–20, 2009. Application is made by completing the Boundary Exception Request form which is available at any school office, Central Office and at the District Website. All applications are due to the Director of Human Resources no later than 4:00 p.m. on February 20, 2009.

Families will receive an Acceptance/Denial Notice which may include a Confirmation Form, during the second week of April. If the Boundary Exception is approved, it is the family's responsibility to return the Confirmation Form to the Human Resources Office by the date indicated. The option of remaining at the neighborhood school is no longer viable after accepting placement. 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.

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.

## 2009-10 Boundary Exception Request

General Information		
Parent Name(s)	Child/Children's Full Name(s)	Grade 2009-10
Address:	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 2008-09 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 422-6013 for further details.		
Request "Pay to Ride" ( <i>circle one</i> ):	Yes	No
For Office Use Only		
Request Approved:	Transportation Available:	
Request Denied:	Approved:	
Date:	Denied:	
Date of Notice:	Date:	
<b>Boundary exceptions are granted on a year-to-year basis. You must re-apply each year.</b>		

**Return to:**

**Tammy Holberg**  
**Human Resources Secretary**  
**Wisconsin Rapids Public Schools**  
**510 Peach Street**  
**Wisc Rapids WI 54494**