

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 Exception requests, if approved, shall remain in effect continuously (from one school year to the next) up to the completion of the student's elementary school years, unless the student chooses to cancel the Boundary Exception and return to his/her neighborhood school or submit a Boundary Exception for a different elementary school or it becomes necessary for the District to exercise the right to transfer the student. The application period for Boundary Exceptions is conducted annually during the month of February. Application is made by completing the Boundary Exception Request Form, which is available at the main office of all elementary schools, the school district's Central Office located at 510 Peach Street in Wisconsin Rapids, and the school district website at www.wrps.org/register.cfm. All applications are due to the Director of Human Resources no later than 4:00 p.m. on Wednesday, February 28, 2018. Any applications received after the February 28 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 Matthew Green, Director of Pupil Services at 715-424-6724, ext. 1080.

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.

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
- Boundary Exception Status of Siblings

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.

2018-2019 Boundary Exception Application

(Applications are due to the Human Resources Office by 4:00 on Wednesday, February 28, 2018)

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 Matthew Green, Director of Pupil Services at 715-424-6724, ext. 1080.

General Information

Parent Name(s) and Address Child/Children Resides:	Child/Children's Full Name(s)	Child's Grade in 2018-2019
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?

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

Moved to different attendance area: (circle one): Yes No Date of move:

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 Ann Arendt at (715) 424-6700 for further details.

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

For Office Use Only

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

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