



Schenectady City School District
 Office of Planning & Accountability
 108 Education Drive
 Schenectady, NY 12303
 Phone: (518) 881-3405
 Fax: (518) 881-3409
 Email: Registration@Schenectady.k12.ny.us

School Use Only

Received Request:
 Date _____ By _____
 Time _____
 Reviewed by: _____
 Committee Decision:
 Approve Disapprove
 Reason(s): _____

 Decision Letter Mailed: ___/___/___

ATTENDANCE ZONE EXCEPTION REQUEST DUE TO HARDSHIP

NOTICES

- This application must be filled out completely and signed by a parent or legal guardian
- All documentation must be provided to support your claim of hardship
- This is an application to request an exception to your residence attendance zone school and does not guarantee placement
- In accordance with the Schenectady City School District Board of Education’s Policy #7210, all requests are dependent on sufficient space to accommodate the student, without increase to the size of faculty or staff
- Transportation to and from school is the responsibility of the family. Students must be dropped off and picked up according to the school’s schedule
- Students are expected to be in good standing and meet all attendance and behavior expectations, as outlined in the Student Code of Conduct. Failure to meet these conditions shall result in revocation of this Student Transfer and return the student to his/her resident school
- Notification of decision for requests for the following school year will be sent **two weeks prior to the start of the school year**
- Requests received for the current school year are reviewed by the hardship committee on a monthly, case-by-case basis. The hardship meeting is held the second Thursday of each month. You will be notified of the committee’s decision by mail in **the third week of the month**
- The student **must remain enrolled at his/her current attendance zone school** until hardship approval has been granted

PLEASE PRINT

Initial Request Renewal Request (Hardship previously granted)

Student’s Name _____ Student’s ID # _____ Date of Birth _____

Home Address: _____

Requested School _____ Attendance Zone School _____ Current School _____

Name of Parent/Guardian _____ Phone # where you can be reached: _____

Does your student have an IEP? Yes No **OR** 504 Plan? Yes No

Participate in ESL services? Yes No

School Year Student Transfer is for _____ Student Grade Transfer is for _____
(Example: 2018-19, 2019-20)

Reason for Attendance Zone Exception Request (see reverse side for explanation and required documentation):

Residential Legal Health Childcare Hardship Extraordinary Circumstance

Explanation (please attach other relevant documentation to this form): _____

Exceptions to Attendance Zones

- A parent or guardian may request an exception to attendance for a student to attend another school other than their residence school in their attendance zone.
- Exception to Attendance Zone Applications require a valid, documented reason and are reviewed by the Office of Planning and Accountability in consultation with School Principals, the Office of the Superintendent, the Office of Curriculum & Instruction, and/or the Office of Pupil Personnel Services, as appropriate.
- It is also important to note that exceptions to attendance zones do not apply to District-Wide schools and programs (Schenectady High School, SCLA, Ready to Learn or placement by the CSE, or other placements).
- Requests are granted on a case-by-case basis and can only be granted for one school year and expire at the end of the school year for which the request is granted.

Conditions of an Exception to an Attendance Zone

- An Attendance Zone Exception Request form must provide documented reasons for which a student should attend a school outside of their residence school in their attendance zone and provide.
- Exceptions may be limited based on the academic, attendance and behavior welfare of the students, the building capacity, and current class sizes.
- The student must maintain acceptable academic, attendance and behavior standards, or the exception may be rescinded, and the student would return to their residence school in their attendance zone.
- Transportation is not provided and is the responsibility of the student's family.

Reasons for an Exception to an Attendance Zone

Residential Hardship

- If there is a change in residence during the school year, a student may request to complete the school year at the current school.
- A copy of the purchase agreement or rental lease contract must be attached to the form.

Legal Hardship

- If there is a legal matter that may require a student to attend school outside of his or her attendance zone school, an exception may be granted.
- A copy of the necessary documentation must be attached to the form.

Student Health/Medical Hardship

- If your child has a severe medical issue that can be addressed by a change in school, an exception may be granted.
- A signed doctor's statement stating the medical condition and the reason why the transfer is recommended must be attached to the form. A formal request for an accommodation (creating or modifying an IEP or 504) will be made with the Office of PPS. Health/Medical Hardships can only be granted for student medical conditions.

Childcare Hardship for Elementary and Middle School Students

- If the distance between your child's school and your place of employment or your childcare location creates a hardship, you may request a childcare transfer.
- Supporting documentation from your employer and/or childcare provider verifying the childcare hardship must be provided.

Hardship Due to Extraordinary Circumstance

- Unexpected and unusual circumstance involving documented sudden traumatic family situations.

Certification and Agreement

- I certify that the information provided is accurate and complete.
- I certify that I will notify the district should I move or if my contact information changes.
- I understand and agree to the information, notices and terms listed on this application.
- I understand that this is request and is not a guarantee that my child will be enrolled in the school indicated.

Parent/Guardian Signature

Date