

# **REQUEST FOR BOUNDARY EXCEPTION**

(Application must be submitted each year. Please complete this form for each student in your household requesting a boundary exception.)

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ for 2018-19 School Year

Parent/Guardian Name \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

Phone ( ) \_\_\_\_\_

School assignment according to current address:

Eagle Point       Morrisonville       Windsor       Yahara

School requested:

Eagle Point       Morrisonville       Windsor       Yahara

Circumstances/Rationale for Request: *(Include new address if applicable)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

.....  
***Administrative approval/denial will be based on criteria  
to include school space, class size, instructional programming,  
and special education services.***

.....  
*(To be completed by District Administration)*

Approved

\_\_\_\_\_  
Pete Wilson, Ph.D., Director of Administrative Services

Not Approved

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



Send completed form(s) to:  
Director of Administrative Services  
DeForest Area School District, 520 E. Holum Street, DeForest, WI 53532

*Rev March 2017*

**BOUNDARY EXCEPTION POLICY AND PROCEDURES**

(Intra-district Transfer Procedures)

Families with existing boundary exceptions will receive a letter and form in the mail each spring to re-apply.

Families requesting a new or different boundary exception may obtain a form on the DASD website or by contacting the office of Administrative Services at 842-6580.

- Step 1) Complete and submit the Request for Boundary Exception form for each child to the DASD Administrative Services Department.
- Step 2) The Director of Administrative Services will review the request and notify the parent/guardian of the decision. Administrative approval/denial will be based on criteria to include school space, class size, instructional programming, and special education services. A copy of the notification will be sent to both principals.

**NOTIFICATION:** Parent notification is *anticipated* by the first week in June.

**TRANSPORTATION:** Transportation to and from school is the responsibility of the parent/guardian. The District's Transportation Policy is posted on the district website at [www.deforest.k12.wi.us](http://www.deforest.k12.wi.us) > District > Transportation. Or, you may request a copy of the policy from DASD Administrative Services Dept., at 842-6580.

**REMINDER:** This form must be completed/submitted each year if you wish to continue a boundary exception for your student(s). The application deadline is **April 30, 2017**.

**QUESTIONS:** If you have any questions regarding boundary exception procedures or policies, please contact Pete Wilson, Ph.D., Director of Administrative Services, at 842-6580 or Peg Reis, Administrative Assistant, at 842-6579.

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