

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 > 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.

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