



Colorado Springs School District 11
School of Choice Permit Request Application

Date received _____

Does your student reside within the District 11 boundaries? _____ School year this permit application is for _____

Parents/Guardian requesting a choice permit must complete and submit this form, along with the following documents, to the school you wish your student to attend.

- ✓ A copy of your student's most recent transcript or report card.
✓ If you reside outside the attendance area of District 11, please attach copies of student's social security card, birth certificate, and immunization records.
✓ A copy of the most recent Individualized Education Program (IEP) for students requesting Special Education Services.

An approved application for a choice permit will be valid for one school year only. A new choice permit will need to be completed each year during the application window for the following school year, November 1 through February 1. If this application is approved, the parent/guardian will have to follow the normal registration process.

Part A (Completed by the Parent/Guardian)

Student's Name _____ Date of Birth _____ Grade Requested _____

Address _____ Zip _____ Phone _____ Athlete (grades 9-12) Y _____ N _____

Last School Attended _____ Phone _____

Check if you student is receiving any of the following services. SPED-IEP _____ GT _____ IB _____ 504 _____ Other _____

Has this student been expelled from a previous school? Y _____ N _____

I understand this permit request may be denied or, if granted may be revoked for the following reasons:

- There is a lack of space in the school or teaching staff within the grade or a particular program.
The school does not offer appropriate programs, or the facility is not equipped for your student's special needs.
Your student does not qualify for participation in a particular program he/she requests.
Your student has been expelled or is in the process of being expelled.
Your student has exhibited behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

I understand that transportation to and from our school will be my responsibility if this permit is granted.

Parent/Guardian Signature _____ Print Name of Parent/Guardian _____ Date _____

Part B (Completed by principals or designees)

Permit Approved _____ Permit Denied _____ Reason _____

Signature of Home School Principal/Designee _____ Signature of Receiving School Principal/Designee _____

Part C (Completed by the Executive Director after an appeals conference)

Disposition of Appeal _____ Exec. Dir. of School Leadership _____ Date _____

Parent /Guardian Signature _____ Date _____

INTRA-DISTRICT/INTER-DISTRICT PERMITS

In implementing the permit program, the District is not required to:

- ✓ Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms or otherwise modify facilities within a requested school;
- ✓ Establish and offer any particular program in a school if such program is not offered currently in that school;
- ✓ Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance;
- ✓ Add additional staff;
- ✓ Add a modular or portable building or classroom;
- ✓ Provide transportation for students granted permission to attend school outside their attendance area. Transportation shall be the responsibility of the parent/guardian unless it is determined that transportation is necessary for the District to comply with state and federal law;
- ✓ For Inter-District: Enroll any non-resident student in any program or school after October 1.

Requesting a Permit

- ✓ Students may apply for a permit to attend a school outside their boundary attendance area to be effective during the following school year. Such application shall be approved if the application has been submitted during the application window period of November 1 - February 1, there is space and staff available in the appropriate grade level and class, and there is no other reason listed in the accompanying regulations of this policy to deny the permit. Only students, who apply for a permit in accordance with the regulations accompanying this policy, and who are otherwise eligible and qualified to attend the school or program applied for, shall be considered.
- ✓ Parent/guardians and/or students who desire a change of school, but who apply outside the November 1 - February 1 window, must complete and submit a permit request for the current school year only. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy within five (5) days of receipt of the request.
- ✓ Rules of the Colorado High School Activities Association, and other applicable rules, shall apply to students granted a permit under this policy and its accompanying regulations and administrative guidelines.
- ✓ Resident students and their parents/guardian shall be notified on an annual basis of the options available through the application process in sufficient time to apply.
- ✓ Students granted a permit shall have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Activities Association.
- ✓ Approved permits shall be valid for attendance at that school for one school year. All permitted student must re-apply during the permit window of November 1 – February 1 for the following school year.

Transportation

Transportation for students granted a permit to attend school outside their attendance area must be furnished by their parent/guardian.

Nondiscrimination

The District shall not make distinctions based on race, sex, ethnic group, national origin, religion or disability of any student who seeks admission to any District school or program under this policy, except as provided for and allowed by law and/or Board of Education policy.

Students with Disabilities and Special Education

Requests from the parent/guardian of students with disabilities for a permit to attend another school or program outside their attendance area, shall be considered in accordance with this policy and applicable state and federal laws. The student's current 504 plan/Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs as that school or program currently exists and is staffed. School principals, special education teams, and 504 teams shall be involved in the decision-making process, in consultation with the special education supervisor and the building 504 team coordinator. For those students with disabilities whose permit requests are approved, transportation shall be the responsibility of the parent/guardian unless it is determined that transportation is necessary for the District to comply with state and federal law.

Priority for Granting, Renewing, or Revoking Permits

- ✓ All residents of the school's designated attendance area, and overflow students placed in the school in accordance with File: JC, shall be able to register in that school subject to capping and overflow restrictions and other attendance area policies and procedures prior to enrolling permitted students.
- ✓ All previously-granted permits, if reapplied for, shall be considered for renewal and will be given consideration over new permit applications in the same category. All new permit applications from students who have continuously attended the school (e.g., a student who moves out of the attendance area) shall be treated as renewal permits for priority purposes.
- ✓ In-District residents who apply for a permit in conformance with all applicable rules shall have priority over non-District residents.
- ✓ Within each category above; and subject to space, staff, and program availability, and other similar considerations, the students who are in the higher grade level in the building will be given first priority and preference shall also be given to keeping siblings together.
- ✓ Within the same category and subject to the priority rules identified in this section, priority will be established on a first come, first serve basis.
- ✓ Schools that have been "capped" (File: JC) may not approve any further permits and may revoke previously-granted permits in accordance with these rules unless otherwise directed by the Board of Education for unique situations.
- ✓ Schools designated as "overflow" schools for those that have been "capped", may not approve further permits until all "overflow" students have been placed, or can be placed, and may revoke previously-granted permits in accordance with these rules.
- ✓ The district will adopt reasonable procedures for handling of students in special district programs (e.g. SAIL, IB, centralized special education, Federal No Child Left Behind (NCLB) Choice Program for Students In Title 1 Schools On "Improvement" Status), including treating such students as a special priority category, treating such students as attendance area students, or reducing enrollment caps to take into account such students. Unless otherwise mandated by statute, transportation for students granted a permit to attend school outside their attendance area must be furnished by their parent/guardian.

The Board of Education reserves the right to revoke and/or amend any or all permits in accordance with law and Board of Education policy.