

### 1.31 – ADMINISTRATION OF SCHOOL ATTENDANCE ZONES

The following administrative regulations will facilitate any and all requests from parents or staff members requesting an exception for their children to attend a school outside of their assigned residential attendance zones.

1. Parents/Guardians must complete the District application form (Board Policy 1.31F1) requesting a change in Attendance Zone and submit same to the receiving school. Applications must be submitted on an annual basis. Final approval must be granted by the Superintendent or his Designee. Applications will be accepted within the following timelines:
  - Applications will be considered at any time for the current school year.
  - Applications for the Fall Term of the succeeding school year will be accepted between March 1 and April 15.
    - Temporary approval of these applications will be processed as soon as possible. Final approval will be made between the first and fifth day of the Fall Term when enrollment numbers are more accurate.
    - Applications received after April 15 for the succeeding school year will be considered between the first and fifth day of the Fall Term.
2. The Van Buren School District is not obligated to provide transportation to any student who chooses to change attendance zones.
3. For a request in change of attendance zone to be approved, space must be available at the school site. The District will not approve a request for a change in attendance zone if the change would displace a student who legally resides in the requested attendance zone.
4. The District will not approve a change in attendance zone if the request would adversely affect the racial or socioeconomic balance within the school.
5. On the secondary level, students who are granted a change in attendance zone due to behavior or discipline problems will be placed in the new setting with the understanding that placement in the Alternative School will follow if problems persist.
6. Children of staff members will be allowed to attend the school that is the home base of the staff member.
7. Any and all appeals will be submitted to the Superintendent for final dispensation.