



**Parent/Guardian Request for
EXCEPTION TO ATTENDANCE FOR THE 2018-2019 SCHOOL YEAR**

CONDITIONS OF AN EXCEPTION TO ATTENDANCE

- An Exception to Attendance form documents reasons students attend a school outside of their attendance area school.
- Exceptions to Attendance may be limited based on the academic welfare of the students, the building capacity and the current class sizes.
- The student must maintain acceptable attendance and behavior or the exception may be rescinded and the student would return to the home attendance area school.
- Transportation is not provided and is the responsibility of the student's family.
- At the completion of the highest level of education offered at the approved site, student will automatically be enrolled in their neighborhood school. A new exception must be filed to attend a site other than your designated neighborhood site.

REASONS FOR AN EXCEPTION TO ATTENDANCE

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| RESIDENTIAL | If there is a change in residence during the current School Year, a student may request to complete the school year at the current school, <i>a copy of the purchase agreement or rental lease contract must be attached to this form.</i> |
| LEGAL | If there is a legal matter that may require a student to attend school outside of his or her attendance area school, <i>a copy of the necessary documentation must be attached to this form.</i> |
| MEDICAL | If a medical reason exists which prevents the student from attendance at his or her attendance area school, <i>a signed doctor's statement must be attached to this form.</i> |

**DAYCARE EXCEPTIONS
*ELEMENTARY STUDENTS ONLY***

A parent/ legal guardian may request that a child attend school in the school serving the area in which the daycare provider resides.

The daycare provider must complete and sign this form in the space provided on the reverse side of this form. SACC is not an approved daycare reason.

For a daycare exception, transportation is provided to or from school if the daycare address is within the attendance area of the receiving school and meets the distance requirements for transportation.

If you are requesting transportation for a daycare exception, a "Daycare Transportation Request Card" must be completed and returned to the transportation office at Edison.

**SECONDARY SCHOOL LEVEL EXTRA
CURRICULAR ELIGIBILITY**

Students in grades (9-12) on an Exception to Attendance are subject the MSHSL transfer bylaw for sponsored athletic activities. Please contact the Activities Director about varsity eligibility prior to submitting this form.

Any student (grades 9-12) who changes their school after starting their 9th grade year with an Exception to Attendance will be ineligible to participate in athletic contest, at the varsity level, in all MSHSL sponsored athletics for a period of one calendar year. If there is a legal residence change, the student has the current academic school year to change schools.

Any student in (grades 9-12) who participates, at any level, in MSHSL sponsored athletics while on an Exception to Attendance and subsequently drops or has an exception revoked in order to attend the school in his/her area of legal residence, will be a transfer student and ineligible for a period of one calendar year per MSHSL Bylaw(s).

PARENT/GUARDIAN REQUEST FOR EXCEPTION TO ATTENDANCE FOR THE 2018-2019 SCHOOL YEAR

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|--------------|
| TODAY'S DATE |
| |

PLEASE NOTE THAT THE REVIEW PROCESS FOR EXCEPTIONS WILL BEGIN IN MAY 2018

| | | |
|-------------------------|----------------------|---|
| STUDENT'S LAST NAME | STUDENT'S FIRST NAME | M.I. |
| | | |
| STUDENT'S DATE OF BIRTH | | PARENT(S)/GUARDIAN(S) FIRST AND LAST NAME |
| | | |
| CURRENT ADDRESS | | CITY, STATE, ZIP CODE |
| | | |
| HOME PHONE NUMBER | | WORK PHONE NUMBER |
| | | |

| | |
|---|----------------------------|
| CURRENT GRADE FOR THE 2018-2019 SCHOOL YEAR | SCHOOL CURRENTLY ATTENDING |
| | |
| NEIGHBORHOOD SCHOOL | REQUESTED SCHOOL |
| | |

| | |
|---|--|
| DOES YOUR CHILD HAVE SIBLINGS ATTENDING OTHER SCHOOL(S) ON AN EXCEPTION TO ATTENDANCE? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF YES, PLEASE LIST THE FIRST AND LAST NAME(S) OF SIBLING(S) ON EXCEPTION TO ATTENDANCE | |
| WHAT SCHOOL(S) IS THE SIBLING(S) CURRENTLY ATTENDING ON AN EXCEPTION TO ATTENDANCE? | |

| | | | |
|--|-------------------------------------|----------------------------------|--------------------------------|
| EXCEPTIONS TO ATTENDANCE MAY BE SUBMITTED FOR THE FOLLOWING REASONS (PLEASE CHECK THE REASON FOR REQUEST): | | | |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Relocation | <input type="checkbox"/> Medical | <input type="checkbox"/> Legal |

| | |
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| COMMENTS | |
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I HAVE READ AND UNDERSTAND THE CONDITIONS OF AND REASONS FOR EXCEPTION TO ATTENDANCE AS OUTLINED ON THE BACK SIDE OF THIS FORM.

| | |
|---------------------------|------|
| PARENT/GUARDIAN SIGNATURE | DATE |
| | |

| TO BE COMPLETED BY YOUR DAYCARE PROVIDER | |
|--|--|
| I will be providing daycare for: | |
| Name of daycare provider: | |
| Address where daycare is provided | |
| Daycare phone number: | |
| Signature of daycare provider: | |
| Date of signing: | |

| FOR DISTRICT OFFICE USE ONLY | |
|---|---------|
| Signature: Administrator | X _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Does Not Meet Criteria | |
| Dated: _____ | |
| Comments | |

| |
|-------------------------------------|
| In # _____ |
| IEP _____ 504 _____ |
| HP _____ |
| SV _____ |
| Other _____ |
| Parent Notification: Msg / Convo |
| Scan Date: _____ |

A "Daycare Transportation Card" must be completed and returned to the transportation office at the Edison Building.

Please return this form to: Edison Building, 2nd Floor, 615 7th Street SW, Rochester, MN 55902