



**ADMINISTRATIVE REGULATION  
1032.2 – Appendix B**

**Out-of-Attendance Area Application  
SECONDARY SCHOOLS**

The school district establishes and adjusts as necessary, attendance boundaries in order to efficiently utilize each school. Students normally attend school within their attendance area. However, School Board Policy 1032.2 allows for attendance out of the attendance area on a **space-available basis** provided the parent provides transportation to and from school. An application to attend a school outside of your attendance area must be submitted with the understanding that:

1. There will be **NO BUS SERVICE**. Students must arrive **on time** for the start of the school day and be picked up on time when the school day is done. Out-of-attendance area students will be expected to maintain regular attendance (**less than 10 absences for the year and few issues with tardies**).
2. Appropriate behavior is required. The out-of-attendance area privilege may be revoked due to poor behavior.
3. The school will begin to accept applications in the spring for the following school year. Out-of-attendance area applications will be considered in the order received, and accepted or denied based on student enrollment numbers and class sizes.
4. If the secondary school is closed to out-of-area attendance, applicants not accepted will be put on a wait list. The wait listed applicant will be notified by the second week of the school year if he or she may enroll at the out-of-attendance area school.
5. If a student is accepted out-of-attendance area and meets attendance and behavior standards, he or she may continue to attend without re-submitting an out-of-attendance application for subsequent years.
6. Siblings wanting to attend the same school out-of-attendance area must submit an application but will receive priority status.
7. For an out-of-attendance area transfer during the school year, see *AR 981.1.B.9. Student Transfers In-District*, and *Appendix A, Secondary Mid-Semester Transfer Approval Form*.

Please complete and sign the following information and submit this form to the out-of-attendance area school you would like your student to attend. The principal will approve or not approve the application after school starts and send you a copy of this signed form. If you have any questions about this procedure, please contact your school.

Student's Legal Name	Grade Placement	Attendance Area School
Student I.D.	Birth Date	Parent's Daytime Phone Number
Mailing Address	City	State
I would like my son/daughter to attend _____	Residence Address _____	
School for the following reason(s): _____		

I understand the guidelines set forth and I will adhere to them. **I also understand my student must adhere to attendance and behavior standards in order to continue attending school out-of-attendance area.**

Parent's Signature	Date	
Principal's Signature	Date	<b>Application Approved: YES ___ NO ___</b>

Official Use Only:  
 Application Received: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff's Initials \_\_\_\_\_

Original – Principal of School Requested      Canary – Central Office/Technology Info System      Pink– Parent/Guardian      Revised 6/10/09

