

# Permits 2020-21

The Board of Education has established the following school permit procedures:

- Permit applications can be submitted online during three windows:

## December

1. Permit requests will be approved by category in the order outlined below.
2. When the number of permit requests in a particular category exceeds the number of remaining openings, permits will be awarded in that category by lottery. For example: If there were 250 middle school slots at a particular school and 100 requests in each category, all children of employees would receive a permit (Category 1), all eighth-grade students would receive a permit (Category 2), and half of the 7th-grade students wishing to remain in their current school would be chosen by lottery to receive a permit (Category 3). No other categories would be considered for a permit under this scenario.
3. Permit requests submitted during this window will be considered equally by category regardless of when the permit request was submitted.
4. Requests from students who qualify for a permit under more than one category will be placed in the highest-priority group for which they qualify.

## January 1st to the 3rd Friday in February

1. Permit requests submitted during this time period will be considered on a first-come, first-served basis.
2. No Board priorities will be considered during this time period.

## After the 3rd Friday in February

1. Permit requests submitted during this time period will be considered based on staffing ratios.

**During the month of December, permits will be approved in the following order:**

<b>High School</b>	<b>Middle School</b>	<b>Elementary School</b>
1. All juniors wishing to remain in their current school as seniors for the following school year are guaranteed a permit.	1. Children of employees working at the school..	1. Children of employees working at the school are guaranteed a permit.
2. Children of employees working at the school.	2. 8th-grade students wishing to remain in their current school as 9th-graders for the following school year.	2. Fifth-grade students wishing to remain in their current school as 6th-graders for the following school year.
3. Sophomores wishing to remain in their current school as juniors.	3. 7th-grade students wishing to remain in their current school as 8th-graders for the following school year.	3. Students who live within 1.5 miles (driving) of the school.
4. Students who live within 2.0 miles (driving) of the school.	4. Students who live within 2.0 miles (driving) of the school.	4. Students currently enrolled at the school where they are seeking a permit.
5. Students living within the District.	5. Students living within the District.	5. Siblings of students who will be on permit at the school for the following school year.
6. Anyone who does not fall into these categories.	6. Anyone who does not fall into these categories.	6. Students living within the District.
		7. Anyone who does not fall into these categories.

- ALPS
  - ALPS students do not need to apply for a permit but will be admitted according to current testing and placement procedures.
  - Siblings of ALPS students can receive a permit to attend an ALPS school for kindergarten, but will need to qualify for ALPS or apply for a permit through the regular process outlined in this document to remain at an ALPS school that is not their boundary school in subsequent years.
- Dual-Language Immersion
  - Dual-Language Immersion applicants do not need to apply for a permit but will be placed in DLI according to the following priorities until first-grade classes are filled: 1. Siblings of current participants; 2. Students living within the school's boundary; 3. Students living within the District's boundary; 4. Students living outside the District's boundary
  - Siblings of DLI participants can receive a permit to attend a DLI school for kindergarten by committing to enroll in the DLI program in first grade. Siblings who do not enroll in DLI can apply for a permit through the regular process outlined in this document.
- Permits will not be approved at any individual school beyond 90% of the school's traditional building capacity (without portables) except as outlined in the Tiered Permit Approval Levels or for participants of special programs being housed at the school. In extraordinary circumstances, some exceptions may be approved by the principal in consultation with their Administrator of Schools. Instructions for applying for permits online will be emailed to all parents in November.
- Families will begin to be notified regarding the status of their permit request in the first week of January. Families may list a first, second and third choice when requesting school permits.
- As per state law, permits can be revoked on a "last-in, first-out" basis if total school enrollment exceeds 90% of building capacity in any given year. Although notification must be given by March 15 if a permit is being revoked for the following year, every effort will be made to notify parents of permit revocation by Dec. 1. Permit and enrollment levels will be reviewed annually.