



# Lawrence Public Schools

## Application for a School Variance

Please complete this application for a variance to transfer to a school other than your assigned school. You must meet one of the eligible criteria listed below, and all steps must be completed, in order for your request to be considered. Variances that meet the criteria will be granted based on space availability. Your variance application cannot be processed until the entire form has been completed. Variances are conditional; please see below for conditions for continuation of a variance.

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ PARENT CELL PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CURRENT/LAST SCHOOL ATTENDED: \_\_\_\_\_ NEXT GRADE: \_\_\_\_\_

SCHOOL REQUESTED: \_\_\_\_\_

<b>Select any that apply:</b>	<ul style="list-style-type: none"> <li><input type="radio"/> My child will be entering the last grade of the requested school and would benefit by remaining for the final year, even though s/he has moved outside of the catchment area for the school;</li> <li><input type="radio"/> My child has a sibling, who lives in the same household, and attends the requested school</li> <li><input type="radio"/> The requested school is physically located closer to my child's home than the assigned school</li> </ul>
<b>Process:</b>	<ol style="list-style-type: none"> <li>1. Complete this application and submit it to the Family Resource Center between May 1 and the last day of school in June. Transition grade and new PK and kindergarten applications meeting the above criteria will be entertained on a rolling basis.</li> <li>2. The FRC Variance Liaison will review all requests and notify applicants accordingly</li> </ol>
<b>Note:</b>	Transportation to schools assigned through the variance process is the sole responsibility of the student's parent/guardian.
<b>Conditions for Continuation:</b>	<p>Variances are valid through the highest grade offered; however, a student's variance may be revoked due to attendance issues or disciplinary action as outlined below. Students enrolled on a variance will have a records review at least one full week before the end of any given term and parents will be notified of any changes at least four school days before the end of the term.</p> <ul style="list-style-type: none"> <li><input type="radio"/> A student's attendance in school falls below 97% due to absence, tardiness, or dismissal</li> <li><input type="radio"/> A student is suspended for any disciplinary action</li> </ul>
<b>Parent Signature</b>	<p>___ I agree to the terms and conditions of the variance policy.</p> <p style="text-align: right;">Parent signature: _____</p> <p style="text-align: right;">Date: _____</p>
<b>FRC Use Only</b>	<p>Approved: YES / NO</p> <p>If NO, stipulate reason: _____</p> <p style="text-align: right;">FRC designee signature: _____</p> <p style="text-align: right;">Date: _____</p>