

**CITRUS COUNTY SCHOOLS
SPECIAL ATTENDANCE PREFERENCE FORM**

Directions for parent(s)/legal guardians(s): Please complete the Special Attendance Preference Form (*one student per form*) if your child wishes to attend an out of zone school for the first time, and return it to any school location or mail it to the Student Services Center in Lecanto:

**Department of Planning and Growth Management
Student Services Center
2575 South Panther Pride Drive
Lecanto, FL 34461
(PLEASE TYPE or PRINT IN BLACK INK)**

Date: _____

Student ID Number: _____

Name of Student: _____

Last

First

Name of Parent(s)/ Legal Guardian(s): _____

Last

First

Street Address: _____

City/Zip/County: _____

City

Zip

County

Mailing Address: _____

City/Zip/County: _____

City

Zip

County

Contact Numbers: **Home:** _____ **Business:** _____
 Cell: _____ **Other:** _____

Reason for Preference/Check One (Please refer to the criteria as provided):

- A** **B** **C** **D** **E** **F** **G** **H**
 Other _____

Explanation: _____ *(attach additional sheet if necessary)*

The Citrus County School Board allows for students to attend schools that are outside the zone in which the student resides if the reason for attending a school out of zone is consistent with School Board Guidelines and the proposed receiving school has adequate capacity to accommodate additional students.

When a decision is made, you will be notified. **All supporting documentation MUST be provided along with this request. If selecting child care as reason, please provide address and phone number of relative, friend or commercial center.**

Due to class size requirements and school capacity limits, if a request is denied, it will not be reconsidered in the same school year. School District funding is contingent on keeping individual school populations within the limits approved by the Florida Department of Education. The School Board is legally bound and committed to strictly enforcing these limits.

I have reviewed the Citrus County School Board Student Reassignment Guidelines, and agree to abide by them. I further understand that my reassignment may be revoked for poor attendance and/or unsatisfactory behavior as determined by the principal of the receiving school or for any reason deemed necessary by the Superintendent.

Signature of Parent(s)/Legal Guardian(s): _____

ZONE WAIVER INFORMATION	
<input type="checkbox"/>	New Preference
School Year:	20 ____ 20 ____
Grade Level:	_____

SCHOOL INFORMATION	
Preference to Attend:	_____
Zoned for:	_____
Currently Attending/ or previously attended:	_____

NOTICE:
Reassignments may be denied or revoked at any time due to attendance, tardiness, discipline problems or any other reason deemed appropriate by the Superintendent or designee.

TRANSPORTATION
The approval, if granted, is with the understanding that the parent(s)/ legal guardian(s) are responsible for providing transportation to the reassigned school or to the nearest bus stop of the reassigned school. If choosing the nearest bus stop, there must be capacity available on the bus and parent(s)/legal guardian(s) are responsible for their children not only at the bus stop but also to/from the bus stop. A new stop will not be created to accommodate students on a special attendance waiver. Transportation may be denied or revoked at any time due to capacity, discipline problems or any other reason deemed appropriate by the Superintendent or designee.

Application Number: _____

Citrus County School Board Student Reassignment Preference Guidelines

1. After a student has been assigned to a school in his/her attendance zone, a request for a reassignment to another school must be made by the student's natural/adoptive parent or legal guardian.
2. Approval to participate in varsity athletics is governed by the bylaws adopted by the Florida High School Activities Association (FHSAA).
3. If a reassignment is approved it shall be valid for successive years for the same student until he/she completes the highest grade level at the school, subject to available capacity.
4. In order for a reassignment to be processed, the natural/adoptive parent or legal guardian must complete the Special Attendance Preference Form. The form is available at any school location or online at the Citrus County Schools Website, www.citrusschools.org. Submit online or return the completed form to the Planning and Growth Management Department or to any school location.
5. Approval of the special attendance preference is subject to available capacity in the school of choice, as well as available grade level capacity in the school of choice. Please check any and all boxes that apply to your child:
 - A. Student is the child of active duty military whose move resulted from military orders.
 - B. Student is a child who has been relocated due to foster care placement in a different school zone.
 - C. Student is a child who had to move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodian.
 - D. Student is a child that changed residence during the school year and the request is necessitated by that change.
 - E. Child is a student who is enrolled in a special program at the school of choice that is not available at the zoned school. Please specify the program on the preference form.
 - F. Childcare is provided by a relative, family member, or commercial childcare center, that is physically located in the zone of the requested school.
 - G. Student is the child of a regular appointed employee of the Citrus County School Board who works at, or in close proximity to, the preferred school site. Please specify the parent/ guardian name and work location.
 - H. Special or "extraordinary circumstances" or circumstances that have a direct bearing on the child's health, safety, and welfare. Please describe the special or extraordinary circumstances on the preference form and attach any appropriate documentation.
6. A reassignment may be denied for any of the following reasons: (a.) School, or grade level, capacity, or projected capacity, is at or above 90% or; (b.) The student has been suspended or expelled within the past six (6) months of the current or previous school year or; (c.) Other reason as deemed appropriate by the Superintendent or designee.
7. A reassignment may be revoked for any of the following reasons: (a.) School, or grade level, capacity is at or above 90% or; (b.) The student has repeat discipline referrals or; (c.) The student has excessive absences and/or tardiness or; (d.) Other reason as deemed appropriate by the Superintendent or designee.
8. If the student has attended the preferred school in the previous school year, or the student is currently attending the preferred school, the student will automatically be enrolled in the next grade level if there is projected capacity in that grade level.
9. Acceptance of a seat in an out of zone school of choice reserves the seat for the current school year of preference and therefore, the student may not attend another out of zone school of choice during the school year unless special or "extraordinary circumstances" or circumstances that have a direct bearing on the child's health, safety, and welfare are documented (i.e., students may not change schools more than once during a school year as this is not in the best interest of the student's academic progress).