



## **In-District Permit Application Information**

- In-District Permit Application deadline is **March 1, 2014**.
- In-District Permit Application must be completed and returned to school in which the student currently attends for review.
- Review attached Cedar Rapids Community School District Policies, Procedures and Regulations for detailed information and required documentation. Permission to attend another high school in the District **will affect** athletic eligibility.
- Schools with enrollment at less than 70% of building capacity for the 2014-15 school year are:

### **Elementary Schools**

- Cleveland
- Garfield
- Grant Wood
- Harrison
- Jackson
- Johnson
- Kenwood
- Madison
- Nixon

### **Middle Schools**

- Wilson

Please contact your child's school or the Office of Learning and Leadership at 319-558-2414 if you have questions.



# 2014-2015 In-District Permit Application

**March 1, 2014 – Deadline for submitting application to change schools for the 2014-2015 school year.**

Resident School \_\_\_\_\_ Requested School \_\_\_\_\_ / \_\_\_\_\_ 14-15 Grade \_\_\_\_\_

Attending School \_\_\_\_\_ Date of Application \_\_\_\_\_

Student \_\_\_\_\_  
Last First Middle

Birth Date \_\_\_\_\_ Gender: F or M (Circle one) Special Education IEP: Yes or No (Circle one)

Sibling Names: \_\_\_\_\_ Current Grade \_\_\_\_\_ Current School \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for permit request, if this is a continuation based on a move please list date of move:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_  
Street Address City Zip

Parent's phone number: Home \_\_\_\_\_ Cell \_\_\_\_\_

- I understand that:
- When a permit is approved, transportation becomes the responsibility of the parent/guardian. (Board Procedure 602.4a)
  - Athletic eligibility for high school students is restricted from the date the initial permit is effective. (Board Regulation 602.9)
  - Proof of Residency must be attached. This is retained with student records at the building. (Board Procedure 602.4c)
  - Permits may be revoked based on attendance, discipline issues, or falsification of information.

I certify that this information is true and correct. Parent/Legal Guardian Signature: \_\_\_\_\_

Reviewed by Attending Building Administrator \_\_\_\_\_ Date received \_\_\_\_\_

Receiving Building Administration contacted: \_\_\_\_\_ Date \_\_\_\_\_

Special Ed Administrator \_\_\_\_\_  Approved  Denied  
 Not Applicable

District Administrator \_\_\_\_\_  Approved  Denied

Reason \_\_\_\_\_

Date \_\_\_\_\_

## **In-District Attendance Permits - Regular Education**

Parents/guardians may request an In-District Attendance Permit for their student to attend a school outside of their resident attendance area. Application forms are available at each school site and on the District's website. Completed forms must be submitted to the school in their attendance area for initial review. Once the permit application has been reviewed at the school level, it will be submitted to the Office of Learning and Leadership.

Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership who may consult with the receiving and resident school administrators. Each request will be reviewed on the basis of space availability at current and requested school, sibling currently attending requested school, student's attendance and behavior patterns at resident school, individual circumstances and District policy. Students in the general education program whose resident school's enrollment is at least 70% of the capacity of the school building, may request to attend a school outside of the attendance area in which the student resides.

The following guidelines are in effect beginning with the 2014-15 school year:

In-district attendance permits granted during Elementary School:

- When a student transitions from elementary to middle school they will attend the designated middle school and subsequent high school to which their permitted elementary school transitions without need to renew the permit.

In-district attendance permits granted during Middle School:

- If the middle school to which the student is permitted feeds to a single high school, the student will attend that high school without need to renew the permit.
- If the middle school to which the student is permitted feeds to multiple high schools, the student will attend their high school of residence or reapply for a permit.

If a request for an in-district attendance permit is denied, an appeal may be made in writing to the Deputy Superintendent whose decision on the matter shall be final.

In-district attendance permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate Executive Administrator. Parents may cancel their student's permit at any time.

Parents are responsible for the transportation of students not attending their resident attendance area school.

Approved: 01-05-81  
Reviewed: 12-11-89  
Revised: 01-22-90  
04-05-93  
11-11-96  
11-09-98  
09-10-01  
03-24-08  
01-09-12  
04-09-12  
01-13-14

## **In-District Attendance Permits - Special Education**

Parents/Guardians may request an In-District Attendance Permit for their students in special education to attend a school outside of their resident attendance area. Application forms are available at each school site and on the District's website. Completed forms must be submitted to the school in their attendance area for initial review. Once permit applications have been reviewed at the school level they will be submitted to the Office of Learning and Leadership.

Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership in consultation with the Executive Director of Special Services as well as the receiving and resident school administrators.

Special Education permit approval will first be based on the same criteria and conditions as regular education permits. Additional conditions for special education permit approval include space in the appropriate special education program and the availability of the appropriate program and services in the requested building. The Executive Director of Special Services or designee will determine the availability of space and an appropriate program and services. The Individualized Education Plan (IEP) Team may be called upon to review appropriateness of the program placement when such placement is being considered or after a permit placement has occurred for a student.

Parents with approved attendance permits will be responsible for the transportation of students not attending their resident area school, or the special education assigned school.

Approved: 11-11-96  
Revised: 12-14-98  
03-24-08  
04-09-12  
01-13-14

## **Proof of Residency**

All new students entering the Cedar Rapids Community School District and current students who move to a new residence must provide the proper documentation to establish proof of residency. The name and address on these documents must match the name and address of the parent or legal guardian (or primary parent) of the student.

The following websites may be used to confirm the appropriate attendance center based on the address:

- Cedar Rapids Community School District web page for school boundary search  
<http://www.cr.k12.ia.us/schools/streetFinder/boundarySearch.html>
- Linn County Auditor site: <http://gis.linncounty.org/maps/>

The legal residence of a minor student is the same as that of his/her parents/guardians. If the residence of a minor is not the same as the parent's, the residence must have been established for the sake of the student having a home and not for the sake of attendance in the District or a building.

Acceptable proof of residency documents are listed below. The parent/guardian name and the residence address must be listed on the document and residency at the address is required.

- Purchase contract with possession date or closing date
- Most recent property tax bill
- Recent mortgage statement
- Utility bill (gas or electric) for the last or current month

If you rent, please provide one of the following:

- A current, signed lease or rental agreement with the rental term listed
- Utility bill (gas or electric) for the last or current month
- A pay stub from your employer, for the last or current month, showing the resident address
- A notarized letter from the landlord with the rental term listed. It must list the property owner's name, address, and signature; and the name and signature of the parent/guardian residing at the residence.

Additional information:

- Any student whose residency is deemed homeless will be verified by our District Homeless Coordinator.
- Falsification of any information or document required for residence verification, or the use of the address of another person without actually residing there may result in revocation of enrollment at an attendance center and reassignment to resident school.

Approved: 01-13-14

## **High School Student-Athletic Transfers Within the Cedar Rapids Community School District**

### Eligibility

When a student transfers to another high school in the district, either through an in-district permit or a change in residence, athletic eligibility will be determined by the administration of the receiving school by:

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation.
2. Securing a written transcript of all high school credits.
3. Securing in writing a statement indicating that the student was in good standing in conduct, citizenship, and academic progress at the time of the transfer.

A maximum ten-day waiting period may be invoked pending verification of residence.

### In-District Permit

In situations where families choose to have the student attend a school not in their resident attendance area through an in-district permit, the reason should not be for athletic participation. Beginning with the 2009-2010 school year, in the absence of any evidence of recruiting, when a student obtains an approved in-district permit to enroll in a high school in the district other than the high school in his/her home attendance area the following athletic eligibility provisions shall apply:

1. Any student who permits to a school other than the school assigned to their residence may not play at the varsity level for 365 days from the first day of attendance. Ninth and tenth grade students are only eligible to play on a grade level team. However, if that team sport does not have a full grade level schedule, the student must play at sub-varsity in that particular sport.
2. Students on permit who return to their school of residence may not play at the varsity level for 365 days from the first day of attendance. They are eligible for sub-varsity as stated in the opening bullet. However, a 9<sup>th</sup> grade student who has permitted to another school may cancel his/her permit and transfer back to his /her home attendance area school and be immediately eligible, if this occurs within the first 12 weeks of the student's freshman year.
3. A student whose family moves during their high school career must obtain an in-district permit to continue at the school they had been attending. However, the student would be fully eligible at either his/her new school of residence or the school he/she had been attending. Any student, who changes schools within the District absent a bona fide move of any family member, as defined by the Iowa Department of Education, the Iowa High School Athletic Association, and the Iowa Girl's High School Athletic Union, may not play at the varsity level for 365 days from the first day of attendance at the new school. Students must play grade level or at the lowest appropriate level offered in that sport.
4. If the attendance area of a student is changed by a boundary change implemented by the District, the student is fully eligible in the school of his/her newly assigned attendance area. During the boundary transition period as determined by the District, if the student is given the option to stay at the high school he/she was attending prior to the boundary change, the student is fully eligible to participate in that high school. Once a student attends the high school in the attendance area where he/she is assigned, a permit is required to attend another District high school and eligibility restrictions one through three above apply.

### Change-In-Residence

A student who transfers to another school because of a change in residence may compete when eligibility has been determined, and immediately when all of the family's household goods have been removed from their previous residence and transferred to their new residence, when the parent resides on a continuous basis in the new home, and when the Executive Administrator of Secondary Education or designee determines that no attempt has been made to circumvent the transfer rule.

Appeal Process

Students who are declared ineligible under this regulation may appeal the decision to the Executive Administrator of Secondary Education in consultation with the Activities Council. If the appeal is not resolved at this level, it may be presented to the Superintendent/designee whose decision on the matter shall be final.

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Revised: 05-09-88  
01-22-90  
05-21-91  
08-02-93  
12-16-96  
11-09-98  
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08-13-07  
06-08-09  
01-23-12  
01-28-13