

# Policy

## INTRA-DISTRICT REQUESTS

The Hortonville Area School District will accept requests from legal resident parents for their child to attend a school within the District which is not in their current attendance zone.

This policy allows parents to request admission to a school not in their current attendance zone.

### **Implementation:**

1. Parents of students 4K-8<sup>th</sup> grade must complete an Intra-District Request Form requesting to have their child attend a school not in their current attendance zone.
2. Requests are to be completed and sent to the District Office on Feb. 1<sup>st</sup> through April 30<sup>th</sup>, this coincides with the Open Enrollment requests.
3. The requests will be reviewed in May when class sizes are reviewed and determined.
4. The Administration will make decisions based on class sizes and building capacity.
5. Once an Intra-District request for the eldest child has been approved, the parents have the option to keep all younger children together in one building without going through the intra-district process. When the eldest child reaches the next school level, the parent must then follow the process for reapplying for an Intra-District Request.
6. Current employees will have their request approved.
7. If an employee leaves the district, the request will be honored until the student reaches the next school level. The parent must then follow the process for reapplying for an Intra-District Request.
8. The District Administrator will make a final determination on all requests.

### **Reapplying for an Intra-District Request**

Once an Intra-District request has been approved, the request is valid as long as the child attends that school. When the child has completed all grade levels and changes levels, (goes from elementary to middle school), the parent must complete an Intra-District request for the next level school.

### **Transportation**

Transportation is the **responsibility of the parent**, unless current buses can accommodate the change. A request may be made to the Transportation Director.

### **Notice of Decisions**

Written notice of acceptance or denial to the Intra-District request will be sent to all parents making a request on or before the 1<sup>st</sup> Friday following the 1<sup>st</sup> Monday in June, this coincides with the Open Enrollment requirements.