

# Permits 2019-20

The Board of Education has established the following school permit procedures for the 2019-20 school year:

- Permit applications for the 2019-20 school year can be submitted online during three windows:

Dec. 1 – 31, 2018

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 eighth-grade students would receive a permit (category 1), all children of employees would receive a permit (category 2), and half of the students living within 2.0 miles 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.

Jan. 8, 2019 – Feb. 15, 2019

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 Feb. 16, 2019

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:**

## High School

1. All juniors wishing to remain in their current school as seniors for the 2019-20 school year are guaranteed a permit.
2. Children of employees working at the school.
3. Sophomores wishing to remain in their current school as juniors.
4. Students who live within 2.0 miles (driving) of the school.
5. Students living within the District.
6. Anyone who does not fall into these categories.

## Middle School

1. 8th-grade students wishing to remain in their current school as 9th-graders for the 2019-20 school year.
2. Children of employees working at the school.
3. 7th-grade students wishing to remain in their current school as 8th-graders for the 2019-20 school year.
4. Students who live within 2.0 miles (driving) of the school.
5. Students living within the District.
6. Anyone who does not fall into these categories.

## Elementary School

1. Children of employees working at the school **are guaranteed a permit.**
2. Fifth-grade students wishing to remain in their current school as 6th-graders for the 2019-20 school year.
3. Students who live within 1.5 miles (driving) of the school.
4. Students currently enrolled at the school where they are seeking a permit.
5. Siblings of students who will be on permit at the school for the 2019-20 school year.
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.

# Tiered Permit Approval Levels

School permits will be revoked for the 2019-20 school year to bring enrollment levels down as close to 90% of traditional capacity (without portables) as possible. This means that some schools will revoke all prioritized (non-program) permits, some schools will revoke only a portion of their current permits, and other schools with low enrollment may not revoke any permits at all. As per state law, student permits are revoked on a “last-in, first-out” basis.

Once permits have been revoked, schools may be authorized to approve permits beyond the 90% threshold according to the priorities set forth by the Board of Education and through the process outlined below. The deadline for a school to be designated as Tier I, II, or III is Dec. 1.

## Tier I

Up to 100% of traditional capacity without portables

After discussion with their administrator of schools, principals may decide to accept permits above 90% and up to 100% of capacity.

## Tier II

100% of traditional capacity with up to 6 portables

The principal may request authorization to approve permits up to 100% of capacity plus 6 portables. Approval from the administrator of schools and notification of the Board of Education are required.

## Tier III

100% of traditional capacity with more than 6 portables

The principal may request authorization to approve permits up to 100% of capacity plus more than 6 portables. Cabinet approval and Board discussion are required.