



Building a Learning Community

REQUEST FOR VARIANCE OF SCHOOL ATTENDANCE

Submit this form to your child's Neighborhood School Principal, who will complete and send to the Superintendent's Office

1. Child's Name (last, first): _____ Current Grade: _____ Starting Date: _____

2. Child's Name (last, first): _____ Current Grade: _____ Starting Date: _____

Your home school is: _____ **Requesting variance to:** _____

Requesting variance for: _____ Remainder of grades K-5 _____ Remainder of grades 6-8

Reason for request: _____

Parents/Legal Guardian (last name, first name): _____ Date: _____

Present Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Is your child(ren) presently enrolled in a Burlington school? ___Yes ___No

Are there siblings living at the present address enrolled in the Burlington School District? ___yes ___no

If yes, please list each child's last name, first name, and school: _____

Parent/Legal Guardian Signature: _____ Date: _____

Please read the procedures on the reverse before returning it to the Sending Principal.

Home School Principal Signature: _____ Date: _____

Principal comments: _____

ADDITIONAL STUDENT INFORMATION

Are there any special program needs? ___Title I ___504 ___Special Ed ___ELL ___None ___Not sure

Does requested school have the appropriate programs? ___yes ___no

Director of Special Services: _____ Date: _____

Requested School Principal Recommendation: _____

Requested School Principal Signature: _____ Date: _____

FOR DISTRICT USE ONLY

(No action will be taken on variance requests from mid-August until the third week in September [Note: Kindergarten/Special Ed exception in procedure 4])

Type of Variance: ___Parent Request ___Redistrict ___Superintendent Recommend ___SPED Recommend ___Capacity

Request Status: ___Approved ___Denied ___Postponed for later action

Superintendent: _____ Date: _____



VARIANCE CRITERIA AND PROCEDURE

Criteria for decision in order of priority:

- Availability of space at grade level requested.
- Appropriateness of program at receiving school (e.g., Special Education, Title I services, etc.).
- Presence of siblings in the building.
- Year in which the child is in school.
- Date of receipt of request.
- Superintendent may waive criteria upon appropriate need.

Procedure:

1. Parents will meet with the Principal of the school where child is presently enrolled, or if Kindergarten age, where the child should be enrolled to discuss reasons for the variance request and to obtain a variance form.
2. Parent completes variance form and turns in to the sending Principal who reviews if the information is complete, the first question in the section on appropriateness of program and forward the variance to the Superintendent. **(Each form will be dated based upon arrival in the Office of the Superintendent).**
3. All variance requests for current school year are considered as they come into the Superintendent's Office. Variance approvals are to schools, not specific teachers or classes. Variance decisions will receive written notification from the Superintendent's office.
4. Variance approval will be based upon criteria listed above. Superintendent or designee may override criteria based upon an students' individual needs such as (but not limited to) special education programming.
5. All variance requests for the next school year will be considered during the month of August preceding the school year. No variance in Grades 1 – 8 will be considered from the August decision through the third week in September to permit enrollment to stabilize.
6. At the time the parent is notified that the variance has been approved, the parent also will be notified that reapplication each year is unnecessary unless the school becomes overcrowded. In accepting the variance approval, the family agrees to make at least a one year commitment to the school of transfer. If enrollment should increase in the school, the child may be reassigned to the neighborhood school. Reassignment would occur only at the beginning of a school year, however.
7. It should not be assumed that once a family has received approval for one child that all younger children will automatically enroll at the school of transfer. Variance forms must be completed for younger children as they reach school age. Once a student is transferred to a school, he or she should have equal access to special programs in that school.
8. Variances will not be granted after the school year begins if said variance will result in a change of the learning and instructional program for the child unless the change is recommended by the Principal and teacher(s) involved with the child. The Director of Special Services and Compensatory Services will review all variance requests to ensure service delivery for qualified students will not be negatively affected.
9. When a child is transferred to another school through the variance process, all school procedures (e.g. arrival on time) in the new school must be followed. In some cases, specific conditions of enrollment may be established at the receiving school which, if not met and maintained, can result in a revocation of the variance.
10. According to policy established by the Burlington Board of School Commissioners when a student moves into a new neighborhood he/she may remain in the former neighborhood school until the end of the semester during which he/she moves without a variance. If said child wishes to remain in the "former school" beyond the end of the semester, a variance request must be made in writing to the Superintendent.
11. Transportation to the variance school is the responsibility of the parent. The School District feels very strongly that the child's transportation to and from school must be as safe as possible. In this case safe means that those children walking to and from school must not cross streets en route which have no crossing guards at major intersections. Parents may be requested to present to the Administration a complete review of the transportation plan for their child(ren).
12. Only legal residents of the City of Burlington may make variance requests. The child's legal guardian must be the resident.
13. Approved elementary variances are approved through grade 5. The student is expected to return to home middle school at grade six. A new variance request would need to be completed if a different middle school is desired.

Please complete and sign the other side of this form and give to the Sending Principal.

(Rev. 5/04)