



**REQUEST FOR OUT-OF-ATTENDANCE ZONE PLACEMENT
2009-10**

A. Name of Student _____ Date _____
Last First

Name of Parent/Guardian _____
Last First

Street Address _____
Number Street Zip Code

Home Phone # _____ Cell Phone # _____ Work/Other # _____

B. Current School _____ Grade _____

Requested School _____ Grade _____

C. Reason for Request: *Medical/Psychological* *Child Care* *Professional Courtesy* *Other*

Complete documentation to support your request is required. All documentation is subject to verification by the Office of Family and Community Engagement.

I understand and will abide by the following conditions for out-of-attendance zone placement for my child.

- a. Out of attendance zone placement is in effect for one school year. A new application must be submitted at the end of the school year for consideration to be given to extend the out-of-attendance zone placement.
- b. A student must maintain good attendance, satisfactory behavior, and acceptable academic progress. A student's record will be reviewed each marking period. Failure to meet standards could result in a student being returned to the home school.
- c. Parents/guardians will provide transportation for out-of-attendance zone placement.

Signature of Parent/Guardian: _____ Date: _____

Please return this form and supporting documentation to:

Michael Meyer
Office of Family and Community Engagement (OFCE), Third Floor Government Center
P.O. Box 9310
Stamford, CT 06904

Rules and Procedures for Out-of-Attendance Zone Placement

1. What is Out-of-Attendance Zone Placement?

Out of Attendance Zone Placement refers to a child attending a school other than the one in the attendance zone of his/her legal residence. Enrollment in magnet schools or special district programs such as 504 or Special Education are not considered Out of Attendance Zone placements. Policy #5117.1 describes the Board of Education Policy on Out of Attendance Zone placement.

2. When Do Parents/Guardians Apply for Out-of-Attendance Zone Placement?

A parent or guardian initiates the request for Out-of-Attendance Zone placement.

Applications for renewal will be processed according to the following schedule:

Applications Received	Parent/Guardian Informed
By May 15	By June 15

New applications will be processed according to the following schedule:

Applications Received	Parent/Guardian Informed
By July 15	By August 15
By September 1	By September 15
By September 2 and ongoing	Within two weeks of receipt of application

3. Where Do Parents/Guardians Obtain Applications?

Out of Attendance Zone forms may be obtained from the Office of Family and Community Engagement, Government Center. Out-of-Attendance Zone forms may also be obtained at your child's school. Completed forms and necessary accompanying documentation should be returned to the Office of Family and Community Engagement, Stamford Public Schools, 888 Washington Blvd., Stamford, Connecticut 06904.

4. What Documents Need to Be Submitted?

The Out-of-Attendance Zone application needs to be completed and signed by the parent/guardian. The documents that support the specific type of request – Medical, Child Care, Professional Courtesy, Other – must also be completed.

5. How Will I Be Notified?

You will be notified by mail regarding approval or denial of your application. Appeals may be made according to Board of Education policy governing Out-of-Attendance Zone placement. Appeal forms may be obtained from the Office of Family and Community Engagement.

6. Who May I Contact With Further Questions?

Please contact the Office of Family and Community Engagement at 977-4465.

