CRANSTON PUBLIC SCHOOLS

APPLICATION FOR NON-HOME SCHOOL PERMIT

This application must be submitted to the Assistant Superintendent of Cranston Public Schools by June 1st for consideration for following school year.The submission of this application does not guarantee approval of the permit.

CHECK ONE: This is a NEW permit application_____ This is a renewal of a previous permit_____ Date_____

STUDENT INFORMATION			
Last Name	First Name	M.I.	DOB / /
Street Address		Apartment/Unit #	
City	State	ZIP	
Parent(s)/Guardian(s) Name(s)			
Parent /Guardian Phone Home ( )		Cell ( )	
Parent/Guardian Email Address(es)			

SCHOOL INFORMATION			
Student's Home School			Current Grade
Student's School for Permit Request			Grade for Permit Request
Does the student have an IEP?	YES	NO	DO NOT WRITE IN THIS SPACE. FOR ADMINISTRATIVE USE ONLY
Does the student have a 504 Plan?	YES	NO	

PLEASE INDICATE BELOW THE REASON FOR YOUR PERMIT REQUEST-PROVIDE DOCUMENTATION IF INDICATED BELOW

- ☐ **Student is participating in programming not available in their home school (i.e. JROTC).** *This does not apply to special education programming.*
- ☐ **Student has legal reasons for permit (i.e. custody agreement, restraining order).** *Please attach a copy of the legal documentation.*
- ☐ **Medical need-Student has documented medical needs/condition that necessitate permit.** *Please attach medical documentation from child's physician.*

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☐ **Student has current IEP or 504 Plan which designates a need for permit.** *Please describe reason:*
☐**The student's sibling(s) attend(s) a school outside of his/her home school in the district for special service placements (i.e. ELL or special education).**
☐**The student's sibling(s) attend(s) a school outside of his/her home school in the district due to clustering.**
☐ **The student's sibling(s) attend(s) a school outside of his/her home school in the district due to an administrative placement.**
Parent/Guardian Acknowledgement
I acknowledge that all information provided above is true to the best of my knowledge. I am aware that according to Cranston School Committee Policy #5117(a), the permit may be revoked for reasons outlined therein. **Parent/Guardian Signature** _____
DISTRICT ADMINISTRATOR APPROVAL/DENIAL **PLEASE DO NOT WRITE IN THE AREA BELOW. FOR ADMINSITRATIVE USE ONLY**
YES ☐**NO** ☐ **REASON:**

Administrator Signature		**Date**
Date received	**Email**	**Hard copy**
Date approval/denial letter sent	**Emailed**	**Hard copy**

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Revised Permit to Attend Non-Home School Policy #5117(b)

Revised policy amendment proposed by School Committee Members: Janice Ruggieri, and Assistant Superintendent Norma Cole

Effective February 1, 2015 and will replace Policy #5117(a)

General Policy Statement

Over the past several years, requests for permits for children to attend schools not assigned to them by geography, also known as the "home school," has increased greatly, and is especially prevalent at elementary schools. The Cranston School Department granted yearly permits to students so they may attend a school other than their home school. This practice which started as an exception based on courtesy has grown exponentially and has diverged from the original permit criteria.

Permit Criteria

Permits for a child to attend a school outside of their home school will be granted only under the following conditions:

1. **Permit applications must be submitted to the Assistant Superintendent by June 1st for the following school year.** There is no guarantee of approval. **Parents will be notified of permit decision by *July 1st*** of that same year. *Once approved, students do not have to reapply for a permit each year, however, their permit status is subject to this policy. For just cause shown, late applications may be accepted at the sole discretion of the Assistant Superintendent.* ***However, in no event will an application be accepted after July 1st.***
2. Documentation must accompany any request for a permit based on a medical condition and may be reviewed by the nursing supervisor for Cranston Public Schools, district physician for Cranston Public Schools and/or appropriate IEP or 504 team for consideration. Any child granted a permit based on medical need, must submit current medical documentation related to the permit request every year to the assistant superintendent.
3. The placement is required pursuant to an IEP or 504 Plan.
4. The student is interested in programming not offered in their home school (i.e. JROTC).
5. There are documented legal reasons why a child must attend a school outside of their home district (i.e. restraining orders, *safety plans* or custody agreements).
6. The student's sibling(s) attend(s) a school outside of his/her home school in the district for special service placements (i.e. ELL or special education) or due to clustering.
7. Permits not approved by the Assistant Superintendent (or his/her designee) may be appealed to the Cranston School Committee for approval. **This appeal must be made in writing to the Chairperson of the Cranston School Committee by *July 15th of that same year.***
8. Beginning in the *2014-2015* school year, if allowing a permit student into a classroom would result in a classroom overage (additional stipend for the classroom teacher and financial cost to the district), the permit will be denied and the student must *return to his/her home school. If returning the student to his/her home school will cause a further educational/population disruption, placement will then be at the discretion of the Assistant Superintendent.*

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Policy Implementation Schedule

Any elementary student who is placed at a school outside of their home school due to lack of space/classroom over population, also known as "clustered" students, will be given the option to return to their home school –if space is available- or they may opt to stay in their current school.

Beginning in the 2013-2014 school year, students entering kindergarten and first grade must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 2-12 may be granted a permit to complete the 2013-2014 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2014-2015 school year, students entering kindergarten through grade 2 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 3-12 may be granted a permit to complete the 2014-2015 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2015-2016 school year, students entering kindergarten through grade 3 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 4-12 may be granted a permit to complete the 2015-2016 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2016-2017 school year, students entering kindergarten through grade 4 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 5-12 may be granted a permit to complete the 2016-2017 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2017-2018 school year, students entering kindergarten through grade 5 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 6-12 may be granted a permit to complete the 2017-2018 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2018-2019 school year, every permit application for grades K-12 must meet the criteria in Policy #5117(a).