



A/E Number
SD use ONLY

WEST SHORE SCHOOL DISTRICT

Attendance Exception Request • 2022-2023

Please print and submit completed request to the school office where you would like your child to attend. A separate form should be used for each child. Attendance exceptions are granted for one school year only.

Note to Parent/Guardian: Please submit your request as early as possible and no later than August 1 (unless you are a new resident to the District) to be considered for the 2022-2023 school year. Parents will be notified as soon as a decision is made and no later than July 15, 2022. It is important to note, submission of paperwork does not guarantee your request will be approved. To review the guidelines used in determining attendance exceptions, please refer to page 3.

All information is to be filled in for the 2022-2023 school year.

Student Name: _____ Grade: _____
 Parent/Guardian: _____ Relationship: _____
 Current Address: _____ Home Phone: _____
 _____ Cell Phone: _____
 Email Address: _____ Work Phone: _____
 Home School: _____ School Requested: _____

Requested Start Date of Exception: _____

Was an attendance exception request for this child approved last school year (2021-2022)? No Yes

List below, ALL other children living at your home who are enrolled in West Shore S.D., regardless of whether or not you are requesting an exception for them. Please include first and last name. If not applicable, write "N/A."

Reason for this request (attach additional information if needed or requested):

Senior Exception

Child Care - Grade K-5 only

Child Care Provider: _____ Phone Number: _____
Address: _____

Emotional Reasons - Letter from psychiatrist must be attached.

Physical Issues - List reasons below and/or attach letter from medical professional.

Moving WITHIN the West Shore S.D. - Reminder: Notify the Registration Office at 717-938-9577 after you move.

Future Home Address: _____ Date of Move: _____

Moving INTO the West Shore S.D.

Current School District: _____ Date of Move: _____
Future Home Address: _____

Moving OUT of the West Shore S.D.

Future School District: _____ Date of Move: _____
Future Home Address: _____

Parent/Guardian Signature _____ Date _____

ADMINISTRATION USE ONLY

Building Office Use

Principals are reminded to follow Board Policy 206: Assignment Within District and the attached guidelines when reviewing exception requests.

Student Name: _____ Grade: _____

Approve

Signature – Principal of Receiving School

Date

Disapprove

Comments/Considerations

Pupil Services Department Use

Approve

Signature-Coordinator of Safety and Student Attendance

Date

Disapprove

Effective Date: _____

Reasons supporting decision:

- Not consistent with Board Policy
- Space not available
- Administratively Approved
- Special Considerations (explain below)
- Approved for current school year ONLY
- Approved, but transportation is parent's responsibility
- Transportation Exception is permitted to/from childcare
- Other Comments/Considerations (explain below)

Student will be assigned to:

- Cedar Cliff
- Red Land
- Allen
- Crossroads
- New Cumberland
- Fairview
- Fishing Creek
- Highland
- Hillside
- Newberry
- Red Mill
- Rossmoyne
- Washington Heights



WEST SHORE SCHOOL DISTRICT

Guidelines for Administrative Approval of Attendance Exceptions

Attendance exceptions for the new school year must be submitted no later than **August 1** (unless you are a new resident to the district) and **may** be granted for the following reasons:

1. **Child Care** – If child care is outside of the home school attendance area (grades K-5 only). Before and after-school care, also known as “latchkey” services are provided at every school and are not a reason for requesting an exception.
2. **Emotional Reasons** - If a request is being made for emotional reasons, attach a letter from a psychiatrist to the exception request (required).
3. **Physical Issues** – If a student has needs that cannot be met in their home school building (example: need for elevators or air conditioning). If not already included in student’s Special Education Plan, attach a letter or note from a medical professional (required).
4. **Moving WITHIN the District** – Move must occur prior to November 1 or after March 31. Simply “moving” prior to March 31 is not a reason for granting an attendance exception request.
5. **Moving INTO the District** – Must occupy residence prior to November 1. Proof of residency documentation is required (i.e. lease, deed, mortgage or settlement statement). If building a home, along with a building permit, the following must be attached to the exception request: a construction agreement indicating the date of occupancy; or a notarized statement from a realtor or builder showing the residence address and date of occupancy. **NOTE:** If not a resident of the West Shore School District by the date indicated, parent/guardian **may** be subject to tuition payments.
6. **Moving OUT of the District** – Move must occur after March 31 (grades K-10 only). For juniors and seniors, move must occur after March 31 of the junior year.

Important Information Regarding Attendance Exceptions

- An Attendance Exception Request will not be granted for any grade level within a school, regardless of the reason, if the class size is within two students of the maximum class size permitted by Board guidelines.
- Transportation for child care within the same attendance area: A Transportation Exception Request (available on the District website) must also be submitted to the building where you want your child to attend. Applies to transportation to/from child care to building where you want your child to attend only. Child care must be in the same attendance area as the building where you want your child to attend.
- Transportation not meeting the guideline above will **not** be granted and is the responsibility of the parent/guardian.
- Families of students in grades K-10 that move outside the District, on or after April 1, are subject to tuition payments calculated on a daily basis.
- Students moving within the district after November 1 who are attending a school which is not their “home” school must return to their “home” school as determined by residence. Exceptions to the November 1 date will be made on a case-by-case basis.
- Parents requesting an Attendance Exception will be notified as soon as a decision is made and no later than July 15, 2022.