



To: Parents/Guardians of Students Contemplating Alternate School Status

From: Stillwater Area School District 834 Board of Education

Date: October 1, 2018

Re: Alternate School Application for 2019-2020

Stillwater Area Public Schools District 834's policy of Alternate School Attendance was initiated in 1972 in an effort to provide a variety of educational options to students. Approval to attend alternate schools will depend upon adequate space at the requested school.

Alternate School Attendance Applications will be accepted beginning October 1 and ending January 15. All applications received during this time will be date stamped January 15. When the number of available spaces at the requested school is less than the number of requests, applicants received by the application deadline will be chosen by rank order using a random selection process. Applicants who request schools with no space available or who are not chosen by random selection will be given the opportunity to request to enroll in a school with space available or be placed on a waiting list for the requested school. Beginning January 16 applications received will be date stamped and prioritized in the order they are received. Alternate School Attendance Applications will be used for elementary and middle school requests (one form per student) and approval expires at the end of a level (elementary or middle school). **Parents will be notified by February 15 or 30 days after applying for the current or upcoming year.**

Please visit our website at www.stillwaterschools.org/enrollment for more information about student enrollment options.

If you have further questions, feel free to contact the Enrollment Office at 651.351.8412.



Date Received: _____

2019-2020 Alternate School Attendance Application

Applications will be accepted beginning October 1 to January 15

Return Application to: Stillwater Area Public Schools • Attn: Enrollment Office • 1875 S. Greeley St. • Stillwater, MN 55082

Parent/Guardian Section

Under the provision of the Alternate School Attendance Policy adopted by the Board of Education, I hereby request that the child listed below be permitted to attend District 834 school as indicated starting with the 2019-2020 school year.

Child's Legal Name <i>(Please Print)</i>	Neighborhood School	Alternate School Requesting	School Attended 2018-2019	Grade 2019-20

If space available is less than number of requests, applicants will be chosen by random selection with a priority order. Please answer questions below:

Do you have a student currently attending the requesting school? Yes No

Name of Student _____

Is Parent an Employee of ISD 834? Yes No

If yes, building you work at _____

Signature is necessary before approval can be granted. I hereby certify that I am not dependent upon district transportation to reach the alternative school(s) requested.

Parent/Guardian Name *(Please Print)* _____

Signature of Parent/Guardian _____

Date _____

Email Address _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell/Work Phone _____

Office Use Only

The above request for student is approved through 6th grade or 9th grade.

The above request for student is not approved for the requested school

for the following reason: _____

Priority #

Signature of School Official

Stillwater Area Public Schools District 834 allows students to attend a school other than the one serving their attendance area under the following conditions:

1. A written application must be submitted to the Enrollment Office. The approval of each request will depend upon adequate space at the requested elementary or junior high school, as well as economical and educationally sound staffing arrangements.
2. District transportation may be utilized as long as the district incurs no additional cost.
 - a. Transportation will establish district bus routes for all students attending schools within their attendance areas. Transportation will establish bus loads and routing in a manner that is most cost-effective for the District.
 - b. Requests for District transportation for alternate school students will be approved if:
 1. There is room on the bus.
 2. Rerouting is not necessary.
 3. The arrangements will enable the student to arrive and leave school on time.
 4. Additional stops necessary to pick up or drop off alternate students will not cause the bus to be late to its next destination.
 - c. Alternate students who attempt to ride district buses without permission will lose the alternate school privilege.
3. Only under extraordinary circumstances will new requests or change of alternate requests be considered after August 1.

Parents will be notified by February 15, regarding whether the student(s) are approved or not approved.