

Geographic Exception Flowchart for PARENTS/GUARDIANS

Parent/legal guardian may obtain the revised Geographic Exception form (rev. 04/08) from any school office. Open GE window begins January 1 and ends on March 1.

If applying for **NEXT SCHOOL YEAR**, the form should be completed and submitted for processing:

From the parent/legal guardian of a:	To the:
DOE student	Current DOE school
Non DOE student (e.g. private school student)	Next Year's DOE home school
Public charter student	Next year's DOE home school
Public conversion charter student	Present conversion charter school

If applying for the **PRESENT SCHOOL YEAR**, the form should be completed & submitted for processing:

From the parent/legal guardian of a:	To the:
DOE student	Current DOE school
Non DOE student (e.g. private school student)	Present year's DOE home school
Public charter student	Present year's DOE home school
Public conversion charter student	Present conversion charter school

Current or home school must date stamp form, complete Section II and **submit form to the receiving school by the deadline (2nd business day in March)**. If the student is new to the DOE, documents for enrollment may be necessary and a student ID number will be assigned. If the student is a former DOE student, the ID number previously assigned will be used.

Receiving school **approves, denies**, or includes application in the **scheduled lottery** process, and completes Section III. Notifications of GE decisions must be mailed by March 15th. Receiving school disseminates copies of GE request form to all parties listed on bottom of form.

APPROVED

If the receiving school **APPROVES** the GE, the student's parent/guardian must declare intent to enroll the student into the **new GE approved school** within ten (10) days of the postmarked date of the approval notification. An alternate student may be selected if the approved student is not registered by the deadline.

If a DOE student, the parent/guardian will also notify **the current or home school** of their intent to enroll at the GE approved school. Parent will request information regarding withdrawal procedures (i.e. pick up and submittal of the release packet) from the current or home school.

Current or home school will process withdrawal and transfer the student. GE approved school will admit student.

LOTTERY

If there are more NCLB transfer requests than space, a lottery will be held for NCLB applicants. After NCLB transfers are placed, regular GEs will be addressed. If there are more regular GE requests than space, a lottery will be held for regular GE applicants. **LOTTERIES** will be conducted **the first Friday in April**.

Receiving schools will notify applicants of the lottery results: approved for a GE (follow "approved" or "denied" processes on flowchart) or placed on a wait list.

A wait list is generated to fill openings as they occur during the school year. NCLB applications submitted to a non-status school outside of the GE window will be given priority on the wait list, according to their NCLB priority ranking and before regular GE applications that are not already accepted.

Regular GE applications submitted after the deadline may be placed on the wait list according to the date the application is received.

DENIED

If the receiving school **DENIES** the GE, the receiving school will inform the parent/guardian of the denial by mail and must attach appeal Form CHP 13-2, Request for Review of Denial for GE.

The parent/guardian may request for a review of the denial within 10 days of the postmarked date of the denial notice. This request is submitted to the Complex Area Superintendent (CAS) in writing or with Form CHP 13-2 "Request for Review of Denial of Priority".

The Complex Area Superintendent (CAS) shall render a written decision within 10 days of the postmarked date of the parent/guardian's request. The decision of the CAS is **final**.