



**GEOGRAPHIC EXCEPTION REQUEST
FORM CHP 13-1**
(Revised March 2008)

THE GEOGRAPHIC EXCEPTION FORM DOES NOT APPLY TO HOMELESS STUDENTS

SECTION I – To be completed by parent/legal guardian of student and submitted to the Home School if the student is new to the D.O.E. or to the current school where the student is currently enrolled. Submit to the Principal with a self-addressed, stamped envelope attached to each Geographic Exception Request Form.

Requesting Geographic Exception to Attend: _____ For School Year _____ - _____
Name of School _____ For Grade Level _____

1. Student's Legal Name _____
Last *First* *Middle Initial*

2. Birth Date / / Gender Male Female
mm *dd* *yy*

3. Current School _____ Current Grade Level _____

4. Residential Address _____

City _____ State _____ Zip Code _____

5. Requester's Name _____

Address _____

City _____ State _____ Zip Code _____

Phone: (H) _____ (Bus) _____ (Cell) _____

Email _____

Parent Guardian 18-year-old student

FOR SCHOOL USE ONLY	
Student ID# (10 Digits)	_____
Home School Code	_____
Current School Code	_____
Receiving School Code	_____
Date of Approval or Denial	_____
	<u> </u> / <u> </u> / <u> </u> <i>mm</i> <i>dd</i> <i>yy</i>

6. Indicate reason for requesting a Geographic Exception (Check 1 item and/or briefly explain)

- a. *NCLB Choice b. Physical residence (attach verification) c. Sibling at same school
d. Child of school staff member e. Program of study (describe) _____
f. Other (describe) _____

I understand that falsification of information will be grounds for denial and/or rescinding of this Geographic Exception Request (Hawaii Revised Statutes 710-1063).

Signature _____ Date ____ / ____ / ____

**Certain NCLB Choice students may be eligible to apply for transportation subsidy, contingent upon availability of funds.*

SECTION II – To be completed by the public school the child is currently attending OR the Home School for incoming kindergarten and new students to the HIDOE system.

School _____ Date Stamp Receipt of Application _____

List information regarding special student accommodations if applicable _____

NCLB G.E. - Priority Ranking _____

Regular G.E.

Home/Current School Authorized Official Signature _____ Date ____ / ____ / ____

SECTION III – To be completed by the Receiving School

Lottery Number _____

APPROVED G.E. - To begin on: / / School Name _____
mm *dd* *yy*

DENIED G.E. - Filled to capacity

Receiving School Authorized Official Signature _____ Date ____ / ____ / ____

Request for Review of Denial may be made within ten (10) school days of the postmark date of this notice to the Complex Area Superintendent (CAS) by submitting Form CHP 13-2. The decision made by the CAS is final.

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GENERAL INSTRUCTIONS FOR COMPLETION OF THE GEOGRAPHIC EXCEPTION REQUEST FORM CHP 13-1 (Rev. March 2008)

Parents/Legal Guardians and students who are eighteen (18) years of age should submit Geographic Exception (G.E.) Request Forms to the Home School/DOE Current Public School Principal/Office. G.E. Request Forms may be obtained from any DOE public school office.

DEADLINE:

The normal window for submitting G.E. Request Forms is January 1st through March 1st of a calendar year for the upcoming new school year. When schools receive more applications than available space, a lottery will be conducted on the first Friday of April of that same calendar year. All completed request forms that do not meet this deadline will not be part of the lottery and may be considered after those applications that were received within the established time period.

Besides the January 1st through March 1st window, applications will also be accepted when there are changes to the NCLB status of schools resulting from the publication of the Hawaii State Assessment results before the start of the new school year.

GENERAL INFORMATION:


- If your child is enrolled in the Hawaii Public School System, submit this form to the public school your child is currently attending.
- If applying for Kindergarten, submit this form to the Home School where your child should attend Kindergarten.
- Applications submitted during the summer for students promoted to middle or high school should be turned in to the Home School your child would attend at the start of the school year.
- If your child is entering from a private, mainland, or foreign school, submit the form to the Home School for the school year to which this form applies.
- Certain NCLB Choice students may be eligible to apply for transportation subsidy, contingent upon availability of funds.
- Request for review of denial may be made within ten (10) school days of the postmark date of the notice to the Complex Area Superintendent (CAS) by submitting Form CHP13-2 which is available from any public school and/or district office. A written letter to the CAS can also be submitted. The decision by the CAS is final.

Please attach a self-addressed, stamped envelope for each G.E. Request Form. The results of the lottery (approval or denial) will be mailed within two weeks thereafter.

Falsification of information will be grounds for denial and/or rescinding of the geographic exception. (HRS 710-1063).

TERMINOLOGY:

- Home School: The public school that the student should be attending without a Geographic Exception.
- Current School: The public school where the student is presently enrolled.
- Receiving School: The school that determines the acceptance or denial of the application.

 <p>State of Hawaii Department of Education HOMELESS CONCERNS OFFICE Telephone: 808-203-5521 Toll Free: 1-866-927-7095 FAX: 808-735-8229</p>	<p>McKinney-Vento Homeless Assistance Act ("MVA")</p> <p>QUESTIONNAIRE TO DETERMINE ELIGIBILITY</p>	<p>Schools are required to keep a chronological file of completed Questionnaires for each school year.</p>
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STUDENT'S NAME: _____ SCHOOL: _____

Section 1. Action Requested: (A copy of this form must be attached to each of the following forms.)

- Enrollment
 Geographical Exception*
 Exit, Release or Transfer to/from School
 Free/Reduced-Price Meals
 Transportation to/from School

Section 2. Does The Student / Parent / Guardian: (Check the box that applies – you may be eligible for services)

- Live with friends or family because you cannot afford rent;
 Live on the beach, at a campground, in a park, or in a hotel;
 Live in a tent, car, bus, or other non-permanent structure;
 Live in a domestic violence shelter;
 Live in an emergency or transitional shelter: (Please circle or if your shelter is not listed, please write in the name.)
- Kaua'i:** Manaolana, Ka Uapo, _____;
 Hawai'i: Ka Hale O Kawaihae, Kiheipua, Beyond Shelter, _____;
 Maui: Ho'olanani, Ka Hale A Ke Ola, Na Hale O Waiee, _____;
 O'ahu: Family Promise, Institute for Human Services (IHS), Loliana, Maililand, Next Step, Next Step at Puahala, Ohana Ola O Kahumana, Vancouver House, Onemalu, Onelauena (Hope for a New Beginning), Pai'olu Kaiulu (Waianae Civic Center), Weinberg Village Waimanalo, Ulu Ke Kukui (Villages of Maili), Ka 'Olu Hou O Manoa, Lighthouse Shelter, Kahikolu Ohana Hale O Wai'anae, _____;
- Have no regular place to stay at night;
 The student is awaiting foster care;
 The student is an unaccompanied youth;
 None of the above.

Parent / Guardian Signature

Print Name

Date

If any box other than "None of the above" in Section 2 is checked, the student may be eligible for MVA services. School personnel are to assist the parent, guardian or unaccompanied youth with the completion of the McKinney-Vento Act (MVA) Homeless Concerns Packet. Please contact the Homeless Concerns Liaison for your school for further assistance.

DOE Representative's Signature**

Print Name

Date

*Unless the parent / guardian requests to have the student attend a school other than the student's school of origin or home school, geographical exceptions DO NOT apply to MVA eligible students.

**Signature indicates that the school personnel has provided the parent, guardian or unaccompanied youth with MVA information and a copy of the completed Questionnaire.

All collected information will only be used for the purposes of providing educational services pursuant to the McKinney-Vento Act and is protected by federal and state laws.