

SPECIAL PERMISSION

is a request to attend an LCPS school other than the one to which the student is assigned by home address. Special Permission is granted for a period of one year and is contingent upon available space at the requested school. The Special Permission window is open annually from April 1 - August 15.



Considerations when applying for Special Permission:

1

A student must be in compliance with school rules and regulations.

2

Parents must commit to providing transportation to the requested school since it is outside their assigned attendance zone.

3

Parents should consult VHSL eligibility rules when seeking special permission for a student athlete.



The decision of the Appeals Committee is final.

f

The committee reviews information to approve or deny the decision within 30 days of appeal.

The committee collects information.

e

A three-person committee of School Board members is appointed by the School Board Chair.

d

Appeals must be submitted by the parent in writing to the Department of Pupil Services, Student Services Coordinator.

c

Special Permission decisions may be appealed to a School Board committee within 10 days of notification.

b

a

Determinations are sent to parents within 30 days of receiving the request.

B

Requests are processed in the order in which they are received.

A

Parents submit an online form between April 1 and August 15. The form is available at <https://webinter/lcps.org/specialpermissions/>

The Process: (April 1 - August 15)

APPROVED

DENIED

Welcome to new School



Reference:
Policy 8-20, Admission and Attendance applies to **A, B and C** only.

Communications and Outreach Committee
5/2019

Reference:
Policy 2350, Appeal of Administrative Decisions applies to **a, b, c, d, e and f** only.