SCHOOL ASSIGNMENT

A. Kindergarten and/or First Grade Registration

1. No less than thirty (30) calendar days prior to spring kindergarten registration, potential over-enrolled schools will send a survey to the parents/guardians of all currently enrolled students asking if they are planning to register a child for the upcoming school year in either kindergarten or first grade, or both. An introductory statement will clearly express the purpose of the survey is to provide priority registration for incoming kindergarten and first grade students with siblings already attending the school serving that family’s residence.

2. If a family does not meet the criteria set forth in section A1, they will be asked to sign and date the survey and return it to the school.

3. If a family meets the criteria set forth in section A1, they will complete a section of the survey asking for them to provide the name(s) of their child(ren) currently attending the school. Additionally, a space will be provided for them to supply the name and date of birth of their incoming kindergarten or first grade student. In the case of a rising first grade student, parents will also be asked to provide the name and address of the child’s kindergarten provider.

4. Parents/guardians will be given a deadline of ten (10) calendar days after the survey is distributed to submit their survey to the school. Reasonable attempts will be made by the school’s registrar to contact parents/guardians who have not responded by the deadline.

5. Prior to kindergarten registration day, a list of all incoming kindergarten and first grade students with siblings attending the school will be compiled and a seat will be reserved at the appropriate grade level for every child on the list.

6. On kindergarten registration day, the number of kindergarten students with siblings plus the number of potential kindergarten retentions will be deducted from the total number of seats available and overflow letters will begin to be distributed when that reduced number is reached. On the day first grade registration opens, the number of first grade students with siblings and the number of potential first grade retentions will be deducted from the total number of seats available based on the school’s current kindergarten enrollment. If the current kindergarten enrollment meets or exceeds the number of first grade seats available, including retentions, then incoming first graders will be placed using LCPS regional assignment procedures.
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7. Within thirty (30) calendar days after kindergarten or first grade registration opens, parents/guardians who have not yet registered their incoming kindergarten or first grade student with a sibling attending the school, but have responded to the survey indicating they have siblings, will be contacted by the registrar and asked if they still intend to register their child. If so, they will be given ten (10) calendar days from the date of the contact to register their child and informed that their priority seat will be forfeited at the end of the ten (10) calendar days.

B. Special Permission

Students who live in a specific attendance area have the right to attend their assigned home school and access classes and programs that are staffed and funded based on their actual residence. Special permission, to attend a school that is not the designated home school, per a student’s actual residence, is a privilege, not a right.

LCPS staff will consider the guidelines below when approving, or denying, special permission requests.

1. Defining School or Grade Level Capacity
   a. For purposes of this policy, capacity is defined at the middle and high school levels as 95% of the “base building capacity” for that particular school facility (excluding modulars) as indicated in the current Capital Improvement Program.
   b. For the purpose of this policy, capacity at the elementary school level is defined as 95% of grade level capacity (Capacity = 95% of number of grade level classes at the school multiplied by the maximum class size for that grade level as defined in School Board Policies 5065, “Kindergarten” and 5080, “Class Sizes”).

2. Approving Special Permission. When capacity exists and is below 95%, special permission may be granted per Policy 8155. When capacity is at or projected to be at or above 95%, the Office of Student Services will review each request. Approval will be determined in the following manner:
   a. At middle and high school levels, special permission may be approved when capacity is projected at or above 95%, when,
      (i) the school is not at 100% of the “base building capacity,” and
      (ii) approving the request will not result in incurring additional cost to LCPS schools, either in resources or staffing.
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b. At the elementary school level, special permission may be approved when grade level capacity is at or above 95%, when,

(i) the entire school is not already projected to be over-capacity, and

(ii) approving the request may not result in incurring additional cost to LCPS, either in resources or staffing, and

(iii) approval may not result in a regional placement for students moving into the school attendance zone during the school year, and

(iv) approval will not result in a regional placement for the student requesting special permission.

3. Other Considerations

a. When special permission is denied, parents/guardians may follow the appeal process per Policy 8155.

b. Appeals that do not meet the criteria for review by the Director of Students Services may be appealed directly to the School Board Committee per LCPS Policy 2350, Appeal of Administrative Decisions.

c. The overall capacity of both the home school and the requested school will be considered for applications and appeals to middle and high schools that are projected to be at or above 100% capacity.