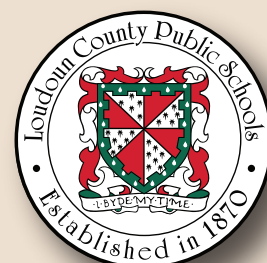


SPECIAL PERMISSION

is a request to attend an LCPS school other than the one to which the student is assigned by home address and must be renewed annually. Special Permission is granted for a period of one year at the elementary level but may be approved for multiple years at the secondary level. The Special Permission window is open annually from April 1 - June 30.



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 Process: (April 1 - June 30)

A

Parents submit an online form between April 1 and June 30.

The form is available at <https://www.lcps.org/specialpermission>

B

Parents of middle or high school students may submit a request to renew the special permission to attend the current school of attendance on or before April 30.

C

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

D

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

The decision of the School Board Appeals Committee is final.

d

The Director of Student Services (DSS) or the School Board Committee (SBC) reviews information to approve or deny the decision within 30 days of appeal. A denial by the DSS may be appealed to the SBC.

c

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

a

Special Permission decisions may be appealed within 10 days of notification.

b

APPROVED

Denied

Welcome to School

Reference:

Policy 8155, School Assignment applies to **A, B, C and D** only.

Communications and Outreach Committee
2/2020

Reference:

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