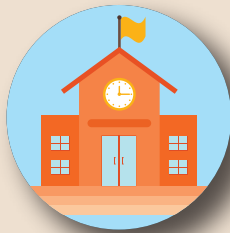
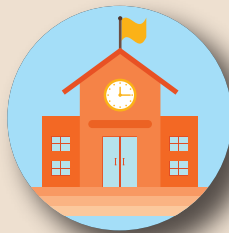
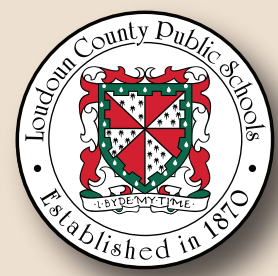


SPECIAL PERMISSION

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.

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

C

The decision of the School Board Appeals Committee is final.

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.

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

d

D

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

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

c

APPROVED

a

Denied

b

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.