



Administrative Form 5015  
**INTER-WCSD VARIANCE REQUEST FORM**  
**ONE FORM PER STUDENT**

**ATTENTION:** The variance request process begins when parents/guardians request a variance form. **Variance requests for the upcoming school year are due to the receiving school on June 15th.** In the best interest of educational consistency for students, variance approvals will be honored for the duration of the student’s career at the school.

Student’s Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Ph. \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Work Ph. \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

This variance is requested for grade \_\_\_\_\_ What is the name of the school you are zoned for? \_\_\_\_\_

What is the name of the school you are applying to? \_\_\_\_\_

Are you an incoming 9<sup>th</sup> grader? Yes \_\_\_ No \_\_\_ If yes, current middle school? \_\_\_\_\_

**Consideration for variances:**

**-Schools that are at or above 90% capacity or have been designated by capital projects as “overcrowded” shall maintain a waiting list of student variance requests. This variance request list shall be reviewed prior to August 31<sup>st</sup>.**

**-Approvals may be granted when:**

- Building capacity and class/program sizes allow for additional students and
- All teaching positions are fully staffed.

**-Families may make multi student variance requests and each student will be considered based on building capacity, class sizes, and teacher vacancies in each grade level.**

**- Because not all schools have specialized programs (i.e., GATE, Dual Immersion, Special Education), families seeking a variance for a specialized program must get approval from the Associate Chiefs to determine school location options based on program availability/capacity.**

**-Variances from students new to WCSD after August 31<sup>st</sup> can be accepted within a reasonable time of moving into the District.**

**-Parents are responsible for providing transportation for students requesting to attend a school on a variance, including students who are on an IEP or 504 Plan with transportation as a related service at their zoned or assigned school.**

**-Variances will not be revoked by the receiving school once established. If a parent decides to move their student out of the variance school, the student will return to their zoned school. Only one variance out of a student’s zoned school can be requested during a single school year.**

**In applying for this inter-WCSD variance, I certify that I fully understand the following:**

1. All schools will follow the Lottery Process outlined in Administrative Regulation 5015.
2. The District does not provide transportation for students granted variances including students with IEPs or 504 plans.
3. High school Athletic Eligibility is governed by NIAA Regulations:
  - a. Freshman and sophomore high school students granted variances shall be eligible to participate in interscholastic activities at the sub-varsity level only.
  - b. Juniors and seniors who are granted variances are ineligible for 180 school days. If a student withdraws from their variance school, the student loses their athletic eligibility for the remainder of the current school year. This also includes 180 school days in any other sport the student’s name appeared on a NIAA roster.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_