

**OUT-OF-DISTRICT FORM**

**POLICY 7-117: REQUEST FOR SCHOOL ATTENDANCE AREA CHANGE**

The policy of the Danbury Board of Education (7-117) allows a parent to request a change of schools outside normal attendance areas. The policy states:

The Board will design and maintain attendance areas which are responsive to approved education programs and efficient utilization of school facilities. The boundaries for each attendance area will reflect these priorities: 1) Rated capacity, current enrollment, and future enrollment projections; 2) Ages of students; 3) Proximity of student's residence to the school; 4) Safe access for walking or bus routes; 5) Racial Balance; 6) Needs of district-wide programs.

The implementation of the policy will follow the concept of controlled-free attendance areas under the following guidelines:

- Parents may request enrollment approval after students residing within the designated attendance areas have been placed in classes or programs.
- The request for Out-of-District placement/approval will be considered when there is underutilization of school capacity and underenrollment for particular grade levels or classes.
- The request to leave the assigned local area and enroll in the new area will not contribute to the racial imbalance at either location.
- The request CANNOT include the BUS TRANSPORTATION. However, the parent may request, in writing to the Director of Finance, 63 Beaver Brook Road, Danbury, CT 06810, permission to ride a bus that is in the attending school district and on an existing bus route. PERMISSION IS GRANTED ON A SPACE AVAILABLE BASIS.
- THIS REQUEST IS FOR ONE YEAR AND MUST BE RENEWED EACH YEAR.
- All requests, new or renewal, must be submitted to the receiving school on or before MAY 15. Decision for approval or denial will be sent to you prior to the first week of July. Requests submitted AFTER MAY 15 will not be considered until after 10 school days in September. Requests will only be considered for unique or emergency reasons and only if class sizes are lower in the requested school.
- Services required under the Special Education I.E.P. will control all decisions for an out-of-district request.

**All requests will be submitted for action to the principal of the school being requested. See reverse side for names and addresses of principals and schools.**

DATE OF REQUEST \_\_\_\_\_

**PLEASE FILL IN ALL SPACES**

REQUESTED SCHOOL YEAR \_\_\_\_\_

**1. PARENT/GUARDIAN REQUEST**

Name of Student \_\_\_\_\_  
 (Please PRINT)(First) (Last) (Parent's Last Name)  
 Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 HOME District School \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Previous School Attended \_\_\_\_\_  
 Please Check if Receiving ..... Special Education \_\_\_\_\_ ESL \_\_\_\_\_  
 REQUESTED School \_\_\_\_\_ Grade \_\_\_\_\_  
 Reason for Request \_\_\_\_\_

I have read the above policy, and will agree to assume responsibility for the transportation of my child if I cannot have access to existing transportation.

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

-- DO NOT WRITE BELOW THIS LINE --

**2. ADMINISTRATIVE ACTION**

\_\_\_\_\_ APPROVED FOR \_\_\_\_\_ SCHOOL YEAR

\_\_\_\_\_ REQUEST DENIED. Reason: \_\_\_\_\_

DATE: \_\_\_\_\_

CC: Parent, Home School Principal  
Transportation, Data Processing

\_\_\_\_\_  
Signature - Principal

**DANBURY PUBLIC SCHOOLS**

SCHOOL	ADDRESS	PRINCIPAL (Secretary)
Ellsworth Avenue Grades K-5	53 Ellsworth Avenue Danbury, CT 06810 797-4741 Fax # 830-6527	Anna Rocco <a href="mailto:rocco@danbury.k12.ct.us">rocco@danbury.k12.ct.us</a> (Secy: Alma Shuart)
Great Plain Grades K-5	10 Stadley Rough Road Danbury, CT 06811 797-4749 Fax # 830-6581	Keshia Smith <a href="mailto:smithk@danbury.k12.ct.us">smithk@danbury.k12.ct.us</a> (Secy: Marie Narowski)
Hayestown Avenue Grades PK-5	42 Tamarack Road Danbury, CT 06811 797-4771 Fax # 830-6505	Laura Kaddis <a href="mailto:kaddil@danbury.k12.ct.us">kaddil@danbury.k12.ct.us</a> (Secy: Susan Tiso)
King Street Primary Grades K-3	151 South King Street Danbury, CT 06811 797-4744 Fax # 830-6596	Tina Hislop, Asst. Principal (Secy: Angela Cefaloni) <a href="mailto:hislot@danbury.k12.ct.us">hislot@danbury.k12.ct.us</a>
King Street Intermediate Grades 4-5	151 South King Street Danbury, CT 06811 797-4761 Fax # 830-6515	Greg Scails <a href="mailto:scailg@danbury.k12.ct.us">scailg@danbury.k12.ct.us</a> (Secy: Pat Blaiotta)
Mill Ridge Primary Grades PK-3	49-A High Ridge Road Danbury, CT 06811 797-4781 Fax # 830-6583	Mary Cronin <a href="mailto:cronim@danbury.k12.ct.us">cronim@danbury.k12.ct.us</a> (Secy: Colleen Gillotti)
Morris Street Grades PK-5	28 Morris Street Danbury, CT 06810 797-4809 Fax # 830-6514	William Santarsiero <a href="mailto:santaw@danbury.k12.ct.us">santaw@danbury.k12.ct.us</a> (Secy: Susan Patton)
Park Avenue Grades K-5	82 Park Avenue Danbury, CT 06810 797-4763 Fax # 790-2608	David Krafick <a href="mailto:krafid@danbury.k12.ct.us">krafid@danbury.k12.ct.us</a> (Secy: Cherie Freundt)
Pembroke Grades K-5	34-1/2 Pembroke Road Danbury, CT 06811 797-4751 Fax # 830-6585	Edie Thomas <a href="mailto:thomae@danbury.k12.ct.us">thomae@danbury.k12.ct.us</a> (Secy: Jean Jackson)
Shelter Rock Grades K-5	2 Crows Nest Lane Danbury, CT 06810 797-4778 Fax # 830-6586	Julia Horne <a href="mailto:hornej@danbury.k12.ct.us">hornej@danbury.k12.ct.us</a> (Secy: Geraldine DiFonzo)
South Street Grades K-5	129 South Street Danbury, CT 06810 797-4787 Fax # 830-6587	Margaret Schork <a href="mailto:schorm@danbury.k12.ct.us">schorm@danbury.k12.ct.us</a> (Secy: Liz Pereira)
Stadley Rough Grades K-5	25 Karen Road Danbury, CT 06811 797-4773 Fax # 830-6520	Mary Johnson <a href="mailto:johnsm@danbury.k12.ct.us">johnsm@danbury.k12.ct.us</a> (Secy: Celia Wenchell)
Western CT Academy of International Studies Elementary Magnet School	201 University Boulevard Danbury, CT 06811 778-7462 Fax # 778-7467	Helena Nitowski <a href="mailto:nitowh@danbury.k12.ct.us">nitowh@danbury.k12.ct.us</a> (Secy: Wendy Aponte)
Broadview Middle Grades 6-8	72 Hospital Avenue Danbury, CT 06810 797-4861 Fax # 790-2856	Ed Robbs <a href="mailto:robbse@danbury.k12.ct.us">robbse@danbury.k12.ct.us</a> (Secy: Pat Morin)
Rogers Park Middle Grades 6-8	21 Memorial Drive Danbury, CT 06810 797-4880 Fax # 790-2829	Patricia Joaquim <a href="mailto:joaqup@danbury.k12.ct.us">joaqup@danbury.k12.ct.us</a> (Secy: Carla Heitor)
Danbury High Grades 9-12	43 Clapboard Ridge Danbury, CT 06811 797-4800 Fax # 797-4730	Robert Rossi <a href="mailto:rossir@danbury.k12.ct.us">rossir@danbury.k12.ct.us</a> (Secy: Patricia Schulze)
Alternative Center Grades 9-12	26 Locust Avenue Danbury, CT 06810 797-4786 Fax # 830-6544	Linda Schreiner <a href="mailto:schrel@danbury.k12.ct.us">schrel@danbury.k12.ct.us</a> (Secy: Mary Pritchard)