

### **CHANGE IN ATTENDANCE ZONES**

1. Consideration will be given to the transfer of a student from the attendance zone in which the student lives to another attendance zone for any one of the following reasons:

- A. To meet specific health needs of the student. (Supporting medical information must accompany the request for transfer for medical reasons.)
- B. To meet the specific adjustive needs of a student.
- C. When a family moves from one attendance zone to another during the school year, the student may be transferred at the time of the move or wait until the next school year. Transportation will not be provided if the parent or guardian chooses for the student to attend a school that is not in his/her attendance zone.
- D. Other requests may be considered by the principal if a hardship exists, and the projected pupil teacher ratio does not exceed the following as of **April 1**:
  - 1. 18 to 1 in grades K - 3
  - 2. 20 to 1 in grades 4 - 5
  - 3. 22 to 1 in grades 6 – 8, and
  - 4. 25 to 1 in grades 9-12

All approved attendance zone transfers will be approved no later than **July 10**.

2. Transfers will not be made in violation of federal or State guidelines concerning racial balance or special regulations. Transportation is furnished only within School Board designated attendance zones.

3. All placements of students outside their regular attendance zones will be for a period of one (1) year or until the end of the current school year, whichever is shorter. Renewal of such placement will be made upon validation of need.

#### 4. Procedure

- A. Requests for transfers must be initiated by the parent or guardian no later than **April 1**.
- B. If requested by either the parent or the principal, a conference may be held to discuss the reason(s) for the request of a Change of Attendance Zone.
- C. The parent or guardian may direct a written request for a Change of Attendance Zone to the principal of the assigned school.

5. The form JCA-E, Request for Change in Attendance Zones, must be completed and must include the following data:

- A. Name of student, date of birth, and grade in school;
- B. Schools and bus numbers involved;
- C. Name of parent or guardian;
- D. Home and business telephone numbers of parent or guardian;
- E. Mailing address of parent or guardian;
- F. E-911 address of parent or guardian (if different from the mailing address);
- G. Reason(s) for requesting the transfer (if the request for transfer is for baby-sitting/daycare purposes, the name, telephone number, E-911 address, and notarized signature of the baby-sitter/daycare provider must be included).

6. Requests will be reviewed by the principal of the assigned school, the principal of the requested school, the Director of Transportation, the Director of Special Education (if needed), and the Director of Student Services. Following review, the final determination will be made by the Director of Student Services.

7. Procedure for Employees

Employees of the Gloucester County Public Schools may elect to have their child(ren) attend the school in which they work or the feeder school of their school of employment, provided that the enrollment at that school is within School Board established guidelines for student/teacher ratios.

- A. Tuition will be waived for employees who are not county residents.
- B. For employees serving multiple schools (i.e., itinerant teacher, bus driver, etc.), the child(ren) may attend the school first or last served during the school day. For employees not employed within a school building (i.e., maintenance, central office employees, etc.) or employed at Gloucester High School, the child(ren) may attend the school in closest proximity to the employee's place of employment.
- C. Employees who wish for their child(ren) to attend a school (or feeder of said school) other than their place of employment or the zone in which they live must file an attendance zone waiver request in accordance with File No. JCA and this regulation.

**ADOPTED:** June 10, 1986

**REVISED:** July 1, 1991  
July 1, 1997  
February 1, 1998  
July 15, 1998  
March 10, 2009  
January 12, 2016

**CROSS REFERENCES:**

- JCA Change in Attendance Zones
- JCA-E Request for Change in Attendance Zones
- JECB Admission of Non-Resident Students
- IHB Class Size
- IHB-R Class Size