

Marion Community Unit #2 District
Change of Attendance Center Assignment Procedure

(Adopted: June 19, 2012)

Student resides within Marion Unit #2 Boundaries?

YES

Determine home school zone which student resides

NO

Pay tuition & follow District's Attendance Center Assignment Procedure
or
Attend school district that student resides

Parent must complete a *Request for Attendance Center Change* form by August 1. (Letters from parents will be accepted through June 30, 2012.)
Transportation will NOT be provided/guaranteed by District.

Verbal requests are not accepted.

Compare class size range at home school with other in town schools to determine available student space.

If space at requested school is NOT available, request is denied and parent notified.

If space at requested school is available, students' name will be placed into a lottery conducted approximate one week before the student's first day of attendance. Students will be randomly selected until enrollment range limit according to Marion Education Association's Collective Bargaining Agreement is reached.

Parent will be notified of lottery results.

Class sizes will be annually reviewed; therefore, a *Request for Attendance Center Change* form must be completed on a year-to-year basis.

No mid year requests/transfers will be honored.

Class sizes will be annually reviewed.

In case of overcrowding situation, students that were granted a *Request for Attendance Center Change* may be transferred to another attendance center the following school year. Parent will be notified.