



SPECIAL PERMISSION 2018-19

****THE KCSD WILL NOT BE ABLE TO CONSIDER REQUESTS FOR SPECIAL PERMISSION TO ANY GRADE AT CHAMBERS ELEMENTARY SCHOOL**

The Kingston City School District (KCS D) is proud to partner with our parents in accommodating school special permission requests. We understand that many families need access to before and after school care in order to support their child's education.

Only first-time (new) school special permission requests are due on or before June 1, 2018. All current school special permission approvals are no longer required to apply or renew a request every year.

The KCS D will proceed with planning and continuing all current 2017-2018 special permission requests for the 2018-19 school year unless the parent/guardian notifies the KCS D in writing of their desire to return the student to their home school. If the KCS D is unable to continue to grant an approval for a continued special permission request, the KCS D will notify the parent/guardian in writing no later than July 15.

***All incoming Kindergarten students and all grade 5 students in 2018-19** seeking special permission must submit a *2018-19 Special Permission Request Form* no later than June 1. The special permission request form is available at the link listed below and is also available in all district school's main offices.

General Special Permission Information and Procedures:

- Special permission is defined as permission for a student to attend a school in the Kingston City School District in an attendance zone outside of the student's residence.
- The approval or denial of all first-time (new) requests will be communicated in writing no later than August 1 by the office of the Deputy Superintendent for Teaching & Learning.
- **Special Permission approvals are not provided transportation by KCS D.** Special Permission students who are attending a childcare provider located in the school's boundary to/from the school may request to ride the bus route to and from the existing bus stops, based on seat availability. A *Special Permission Alternative Bus Stop Request* form is required to be completed and submitted for approval.
- If a student on special permission shows a pattern of frequent absences, tardiness or inappropriate behavior, the principal of the school the child is attending may revoke the student's privilege to attend the school and the student will be returned to the school in the attendance area in which the student resides.
- If a student moves out of an attendance area during the course of the school year, special permission may be requested to remain in the attending school by completing a *Request for Special Permission* form, subject to the approval of the principal. The school district will not provide transportation.

Please contact your child's school principal with any questions.

2018-2019 *Special Permission Request Forms* are available at: <http://www.kingstoncityschools.org/parents.cfm?subpage=813717>

KINGSTON CITY SCHOOL DISTRICT
REQUEST FOR SPECIAL PERMISSION ~ 2018-2019 SCHOOL YEAR

To: John J. Voerg, Deputy
Superintendent of Schools
Kingston City School District
61 Crown Street
Kingston, New York 12401

- Please PRINT all information
- Please INITIAL and SIGN

Phone: 845-943-3000, ext. 3007; FAX: 845-339-7506

School Requested: _____

School where I reside: _____

Residence address: _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

I understand: If this request is approved, it is only for the current school year.

Please initial here _____

Permission for the transfer will only be honored if the requested school grade class size permits.

Please initial here _____

Transportation is the responsibility of the parents.

Please initial here _____

Reason for request of special permission to attend a school outside your attendance zone:

___ Daycare – forms enclosed must be completed*

___ Moved to another attendance zone in the district – proof of residency must be attached

___ Other: Please be specific _____

Print Name: _____

Signature of Parent/Legal Guardian _____

Date: _____

Daytime Phone _____

ACTION OF THE SUPERINTENDENT (for office use)

___ APPROVED

___ DENIED

Deputy Superintendent's Signature: _____

Date: _____

Enclosures: Voluntary Student Transfer Regulations and/or School Admissions

(To be retained by parent/guardian)

*Day Care Information Letter (attachment) (To be completed by day care provider and returned with this form)

*Alternative Bus Stop Request (attachment) (To be completed by parent/guardian and returned with this form)



We Inspire. We Educate. We Graduate.
All Students. All of the Time

Dr. Paul J. Padalino, *Superintendent*
Nora Scherer, *Board of Education President*

John J. Voerg, *Deputy Superintendent for Teaching & Learning*
61 Crown Street ■ Kingston, NY 12401

DAY CARE INFORMATION

(Return with *Request for Special Permission Form*)

Parent/Guardian Name: _____ Date: _____

School: _____

To Whom It May Concern:

This is to certify that I _____
(print name) reside at

_____ and provide childcare in my home
(street address of your residence)

for the following student(s): (please indicate name and grade of each student):

Signed: _____
Signature of childcare provider

Any person who knowingly and with intent to defraud the Kingston School District or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime.

Please complete this form and return it at your earliest convenience to:

Kingston City School District
Attn: John J. Voerg
61 Crown Street
Kingston, New York 12401

**KINGSTON SCHOOL DISTRICT
SPECIAL PERMISSION ALTERNATIVE BUS STOP REQUEST
2018-2019 SCHOOL YEAR**

If you are requesting transportation to and/or from an alternative bus stop for daycare, please complete and return this form with the *Request for Special Permission form*. A bus stop request form must be completed for EACH child. A new form must be completed each school year (even if your child care arrangements have not changed).

School: _____ Date _____

Student's Name: _____ Grade _____

Home Address: _____

Home Phone Number: () _____

Emergency Number(s): () _____ () _____ () _____

Name and address of person responsible at alternative bus stop. NAME: _____
ADDRESS: _____

PHONE: () _____

My child's schedule will be as follows (please check one only)

_____ Child will be picked up FROM daycare alternative bus stop

_____ Child will be DROPPED OFF at daycare alternative us stop

_____ Child will be PICKED UP and RETURNED TO daycare alternative bus stop

Requests can only be approved if there is an existing bus stop.

I UNDERSTAND THAT THIS ARRANGEMENT IS FOR A FULL WEEK (5 DAYS, M-F), TO SCHOOL AND/OR FROM SCHOOL, FOR THE ENTIRE SCHOOL YEAR.

Parent/Guardian Name (print): _____ Date: _____

Parent/Guardian Signature: _____

School Approval
(office use)

VOLUNTARY STUDENT TRANSFER (Special Permission)
REGULATIONS

Voluntary student transfers may occur under the following conditions:

1. If the request is for childcare, the request must be made in advance of the new school year. A Request For Special Permission form must be completed by June 1. The approval or denial of all requests will be communicated in writing no later than August 15 by the office of the Deputy Superintendent for Teaching & Learning. Once approved, the parent/guardian will provide transportation to/from the childcare provider outside the student's attendance area. Transferred students may be provided with transportation from the childcare provider to/from the school on a seat available, first come, first serve basis. Approval of transportation will be made by the principal after consultation with the transportation department. Transferred students will be transported only to and from existing bus stops.
2. If the voluntary transferred student shows a pattern of inappropriate behavior or a pattern of frequent absences or tardiness, the building principal of the school the child is attending may revoke the student's privilege to attend the school and the student will be returned to the school in the attendance area in which the student resides.
3. Permission to attend a school, other than the school which serves the student's attendance area, is for the academic year only and is not automatically extended. If permission cannot be extended due to class size or childcare needs no longer apply, the student is expected to attend the school in the attendance area in which the student resides. The approval or denial of all requests will be communicated in writing no later than August 15 by the office of the Deputy Superintendent for Teaching & Learning.
4. If a student moves out of an attendance area during the course of the school year, they may request to stay at the school they are currently attending (in their former attendance area) for the remainder of the school year, subject to the approval of the principal. The school district will not provide transportation.