

SPECIAL PERMISSION INFORMATION

The following information must be included on the special permission form:

- a. Parent Name, Address and Telephone Number
 - b. Child's/Children's Name(s) and grades they will be in for the year requested.
 - c. Child's date of birth.
 - d. District/Attendance area you live in (this is your home school).
 - e. District/Attendance area(s) you wish your child(ren) to attend (this is the school requested). You may also list a second choice to be considered if your first choice is denied.
 - f. Reason why you wish to change school districts/attendance areas.
1. The form should be submitted by May 15 for the upcoming school year (no later than August 1); priority will be given to those applications submitted and received by May 15. Special permission decisions are based on enrollment and class size numbers (see board policy 606.01).
 2. If your application is received by May 15, you will be notified in writing as soon as possible regarding approval or denial of special permission. If your application is received between May 16 and August 1, you will be notified in writing the week prior to the first day of school. All applicants will receive a letter of notification through the mail as soon as the decisions are made. Those decisions made just prior to the beginning of the start of school will also receive a phone call from the district office to facilitate timely communication.
 3. For additional information on special permission for the Ottumwa School District please see board policy 501.5.

If you have questions or need to update your form, please contact the district office at 641-684-6597.

Non-Discrimination Statement

It is the policy of the Ottumwa Community School District that each student and employee should be treated equally. If a student or employee believes that he/she has been treated unequally on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion or creed, then he/she should contact Teri King. She is the contact person for students or employees who think they may have been treated unfairly. She will work with district administrators to make certain that the provisions of Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act are not violated. Teri King, Director of Student Supports, teri.king@ottumwaschools.com Phone: 641-684-6597.

OTTUMWA COMMUNITY SCHOOL DISTRICT
SPECIAL PERMISSION REQUEST FORM
20__-20__

PRINT LEGIBLY

Parent/Guardian Name(s): _____

Street Address: _____

City, State, Zip: _____

Phone No.: _____

Work No.: _____

Home School: _____

School Requested: (1) _____ (2) _____

Student Name

Grade Child Will Be In

DOB

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for the Request: _____

Parent/Guardian Signature: _____

Date: _____

This form should be submitted by May 15 for the upcoming school year (no later than August 1)

Submit form to: Ottumwa Community Schools District Office, 1112 N. Van Buren, Ottumwa, IA 52501, or fax to 641-684-6522, or you may drop off at any OCSD main office. Applications will be processed on a first-come, first-served basis; priority will be given to those applications submitted and received by May 15.