

## Wisconsin Rapids Public Schools Boundary Exception Request Procedure

School Board policy states that, "All children in Kindergarten through Grade 5, living within the designated boundary lines of a given elementary school, must attend this given school unless a written exception is granted."

Boundary Exception requests, if approved, shall remain in effect continuously (from one school year to the next) up to the completion of the student's elementary school years, unless the student chooses to cancel the Boundary Exception and return to his/her neighborhood school or submit a Boundary Exception for a different elementary school or it becomes necessary for the District to exercise the right to transfer the student. The application period for Boundary Exceptions is conducted annually during the month of February. Application is made by completing the Boundary Exception Request Form, which is available at the main office of all elementary schools, the school district's Central Office located at 510 Peach Street in Wisconsin Rapids, and the school district website. All applications are due to the WRPS Enrollment Office no later than 4:00 p.m. on Friday, March 7<sup>th</sup>, 2025. Any applications received after the March 7th deadline will be placed on a waiting list and will not be reviewed until August.

*If your student is in Special Education (has an IEP) please check the appropriate box on the Boundary Exception Form. If your student receives English Language Learner (ELL) services, please check the appropriate box on the Boundary Exception Form.*

Families will receive an Acceptance/Denial Notice, which will include a Confirmation Form, by the end of the school year, or as soon as practicable. Circumstances may arise that prevent the Boundary Exception decisions from being reached prior to the close of the school year. If the Boundary Exception is approved, it is the family's responsibility to return the Confirmation Form to the Enrollment Office located at 510 Peach Street, Wisconsin Rapids, by the date indicated. Families who receive an acceptance notice must return the enclosed confirmation form. **If the Confirmation Letter is not returned by the indicated date, the Boundary Exception Acceptance is invalid and the student will remain at the neighborhood school for the following school year.**

If the requests exceed the space available, a lottery system will be used.

Transportation, if available, is at the expense of the parent.

Boundary Exceptions will be considered using the following criteria:

- Educational Programming
- Class Size
- Boundary Exception Status of Siblings
- Availability of services

Families that move outside of their neighborhood school, but remain within the District boundaries, after the Boundary Exception Application deadline, will have the opportunity to apply for a Boundary Exception into their previous neighborhood school for the following school year.

**Note:** The District Administration reserves the right to transfer students for justifiable, educational purposes not stated within this policy.

Although it is the District Administration's goal to meet parent requests through the Boundary Exception process, there is a potential for approved Boundary Exceptions to be reversed prior to the beginning of the school year due to fiscal restraints of the District.

## 2025-26 Boundary Exception Application

(Applications are due to the Enrollment Office by 4:00 on Friday, March 7, 2025)

**Please check the appropriate box or all that apply:**

☐ **My student receives Special Education services (IEP)**

☐ **My Student receives English Learner Services (EL)**

☐ **None of the above**

### General Information

Parent Name(s):	Child/Children's Full Name(s)	Child's Grade in 2025-2026
Child's address:		
Today's Date:		
Home Phone:		
Other Phone:		

Based on your resident address, what school(s) should your child(ren) attend?

What school(s) are you requesting to attend?

What are the reason(s) for requesting this Boundary Exception?

Are you requesting this boundary exception due to a move to a different attendance area during the current school year:

Circle one: Yes No Date of move:

### Transportation

Transportation becomes the responsibility of the parent (unless otherwise indicated in student IEP) once a request for a Boundary Exception is approved. The parent may contract with the District if transportation is available, but must agree to pay a fee sufficient to reimburse the District for the costs incurred.  
Please call Paula Tesch at (715) 424-6700 for further details.

Request "Pay to Ride" (circle one): Yes No

### For Office Use Only

Request Approved:	Transportation Available:
Request Denied:	Approved:
Date:	Denied:
Date of Notice to Parent/Guardian:	Date:

**Return To:**  
**Jean Westover - Enrollment**  
**Wisconsin Rapids Public Schools**  
**510 Peach Street**  
**Wisconsin Rapids, WI 54494**