



Hart-Ransom Union School District

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December 22, 2022

RE: Interdistrict Attendance Permit Application Deadline – March 10, 2023

Dear Parents,

The Interdistrict Attendance Permit (IAP) application deadline for the 2023-2024 school year is Friday, March 10, 2023. This letter contains important information that you need to know about the application process for new applicants and renewal applicants. As you may be aware, approximately 40% of our students attend Hart-Ransom Elementary School (HRES) on IAPs, so the annual application process directly affects many families in our school. As a district, we are pleased to have so many non-resident students attending as guests at our school, and we want to help those families have a successful experience when they apply for IAPs for the upcoming school year. All IAP applicants need to read this letter carefully and provide all required documentation no later than the stated deadlines in order to have their application considered.

Here are some key points of information that parents need to know about the IAP process:

1. Friday, March 10, 2023 is the deadline for Interdistrict Attendance Permit (IAP) applications to be received at the Hart-Ransom district office.

- a. Families who live outside the Hart-Ransom district boundaries but would like for their children to attend Hart-Ransom Elementary School in the 2023-2024 school year must **first go to their district of residence** and request an IAP to be approved by that district. Once the district of residence approves the IAP application, it will be sent to the Hart-Ransom district office for processing and review.
- b. Parents **must provide the HRUSD district office with a copy** of the IAP application that they have submitted to their district of residence before the March 10, 2023 deadline for receipt of IAP applications.
- c. An IAP **application that is received after the deadline will lose its priority status** in the initial IAP approval process, and will be placed on the waiting list in the order in which it was received after the deadline. This applies to both new applicants **and** renewal applicants.
- d. HRUSD will accept a copy of a completed IAP application that has been submitted to the district of residence, but has not yet been approved by the district of residence, in lieu of a fully approved IAP to hold a place for that student and allow them to be considered for tentative approval by HRUSD, pending approval by the district of residence. However, if the IAP is not approved by the district of residence by May 1,

2023, that applicant's spot will be given to the next eligible applicant on the waiting list for that grade level. Exceptions for extenuating circumstances may be considered by the superintendent.

2. Students currently attending Hart-Ransom on IAPs **are not guaranteed enrollment** at Hart-Ransom for the upcoming school year. **All IAP applicants must follow the timelines and procedures in this letter** to be considered for enrollment for next year.
3. Students currently attending Hart-Ransom on IAPs **will not be renewed** for the next school year without a valid, complete, timely, and fully approved IAP application on file at the district office.
4. Non-resident students **will not be allowed to begin the school year** without a fully approved IAP on file at the Hart-Ransom district office.
5. Initial IAP applicants (new to Hart-Ransom) **must provide** the HRUSD district office with a **copy of the student's most recent report card (and current/most recent IEP and/or 504 plan, if applicable)**. An initial IAP application is not complete until a copy of the student's most recent report card (and current/most recent IEP and/or 504 plan, if applicable) is/are included with that application. (The report card requirement does not apply to students who will be entering kindergarten in the upcoming school year.)
6. Initial IAP applicants (new to Hart-Ransom) **will not be officially enrolled at HRES** until the enrollment packet is completed and turned in to the school office. **The enrollment packet must be completed by 6/9/2023**, or that student will lose their spot at HRES.

IAP Approval Procedures

- All applications received on or before the deadline will be equally considered according to the parameters of AR 5117 and the procedures described in this letter.
- All applications received after the deadline will be considered on a first-come, first-served basis and in accordance with the parameters of AR 5117.
- All IAP applications that are received on or before the deadline will be assigned a random lottery number solely for the purpose of tie-breaking.
- The approval of IAP applications is subject to available space at the grade level and in any program(s) required by the student.
- Incoming IAP applications that meet the requirements of AR 5117 will be considered and approved in the following order of prioritized categories, with the highest priority within each category given to permanent residents of Wood Colony:
 1. Students who are currently attending the school, who meet the requirements of AR 5117, and who have applied for an IAP to complete the school year
 2. Students who attended the school through the end of the previous school year (to be prioritized in order of categories 3, 4, and 5 below, and then by the number of consecutive years of attendance at the school, with the greater number of years receiving higher priority)
 3. Siblings of students who attended the school through the end of the previous school year and who will be returning in the upcoming school year

4. Siblings of students who have been placed in special programs located at the school for the upcoming school year
5. Children and/or legal wards of current permanent district employees
6. Students who attended a dependent charter school in the district through the end of the previous school year
7. Applicants who otherwise meet the requirements of AR 5117, and who applied for an IAP for the previous school year, and who remained on the waitlist through the end of the previous school year
8. All other applicants who otherwise meet the requirements of AR 5117

It is important for the parents of current IAP students to remember that if they miss the March 10, 2023 IAP application deadline, their child(ren) will get in line behind everyone who did meet the deadline, including new applicants, and their child(ren) may not get a spot at Hart-Ransom in the upcoming school year.

I wish you all the best in your planning for the upcoming 2023-2024 school year. If you have any questions about these procedures, please do not hesitate to contact us at the district office at (209) 523-9996.

Best regards,



Matthew Shipley
Superintendent

IAP APPLICATION PROCEDURE SUMMARY	
Renewal Applicants	New Applicants
<ul style="list-style-type: none"> • Submit IAP application to district of residence as soon as possible • Provide the HRUSD district office a copy of the submitted IAP application before the 3/10/2023 deadline 	<ul style="list-style-type: none"> • Submit IAP application to district of residence as soon as possible • Provide the HRUSD district office a copy of the submitted IAP application before the 3/10/2023 deadline • Provide the HRUSD district office a copy of the student's most recent report card (and current IEP and/or 504 plan, if applicable) before the 3/10/2023 deadline