REASSIGNMENT

In Palm Beach County, students must attend the school assigned to the residence of the parent/guardian. A reassignment is a request to attend a school other than the school assigned to the parent’s/guardian’s residence.

Why are reassignments considered?

• Reassignments are considered and reviewed based on hardship. They are not based on convenience or choice, i.e., “I like this school over that school”. Attendance, grades and discipline records influence reassignment.

• CAPACITY: In light of the District’s growth management policy, schools at or over capacity and new schools (first year) are closed to reassignment.

What are the accepted reasons for reassignment?

• **Health Reasons.** Reassignment of a student may be made for valid health reasons. Reasons based on physical health must be certified by the student’s physician and specify the reasons that reassignment is necessary or desirable. Reasons based on mental health must be certified by a state board psychologist or social worker. ALL HEALTH REASONS WILL BE SUBJECT TO A MEDICAL REVIEW.

• **Supervision Hardship.** APPLIES TO GRADES K-5 ONLY. Reassignment of an elementary school student may be granted when pre- and/or post-school supervision is determined to be necessary, and not available under the student’s regular assignment. Approval of a reassignment request does not guarantee that childcare will be available at the receiving school. The application must include the following information:

  1. Statement of need at the time of application;

  2. The reason that supervision of the student cannot be provided from home, neighborhood, or school;

  3. Name, address, and telephone number of the persons or child care facility that will be providing supervision for the student before school, and/or after school.

  4. Employment verification forms signed by the employer indicating regular/variable working hours.

• **Moving Into Attendance Zone.** Reassignment of a student may be requested when the parents/guardians submit valid proof the family will be moving into an attendance zone within ninety (90) calendar days. Verification may be in the form of a duly executed contract or a statement on letterhead stationery from a building contractor, realtor, bank holder of a mortgage, or prospective landlord. This verification must show the expected date of occupancy.
• **To Finish the School Year.** Reassignment of a student may be requested when the parents/guardians change their legal residence after the first nine weeks of the school year. The reassignment would allow the student to finish the school year at the starting school. Magnet schools do not qualify for this criteria because admission is by magnet application.

• **High School Senior.** Reassignment of a student may be requested by the parents/guardians when a change of residence occurs after the first ninety (90) school days in which a student is enrolled in the eleventh grade, which would place the student in a different attendance area. The student would be eligible to complete high school at the present school.

• **Into County High School Schedule Compatibility.** Reassignment of a student may be requested by the parent/guardian for any high school student transferring into the county during the school year if compatible scheduling is not possible at the home school. This criteria would also be used for in-county block scheduling difficulties on schedule matching. This reassignment will be for the remainder of the school year only.

• **Racial Balance.** This criteria is designed to improve racial balance in schools. A parent/guardian may request a reassignment for a student from a school where he/she is in a racial majority to a school where he/she will be in a racial minority. Applications may be made during the windows of opportunity and during the first month of the school year.

• **Special Needs/Other.** Reassignments for other circumstances will be considered. This will include court orders, safety, extremely hazardous route to school and other family circumstances.

**Do we accept students from other counties?**

• Due to severe overcrowding in Palm Beach County District schools, we are not accepting applications from residents of other counties.

**What is the procedure for applying for reassignment?**

• Applications are available at any Palm Beach County Public School, at the Fulton-Holland Educational Services Center in the Department of Magnet and Choice, or you can access it online at http://www.palmbeachschools.org/Forms/Documents/0249.pdf

• The application must be submitted by a parent or legal guardian between April 1st and June 1st for first semester placement. Requests for second semester placement must be submitted between October 1st and October 31st. Special needs, medical, and to finish the school year may be submitted at any time. All applications should be submitted to the Department of Magnet and Choice.

• A reassignment shall remain in effect through the remainder of the grades in the receiving school unless rescinded. Continuation of the reassignment will be based on continuing need and space availability. Finishing the school year, moving into attendance zone, and into county schedule compatibility do not continue beyond the end of the current school year.
• Reassignment approval does not guarantee eligibility for athletics or other extra curricular activities and does not guarantee childcare at the receiving school.

• ESE issues may need to be addressed through your child’s Child Study Team. Please enclose a copy of your child’s IEP.

**How long does a reassignment last?**

• A reassignment is in effect through the remainder of the grades in the receiving school unless rescinded. Exceptions are To Finish the School Year, Moving into Attendance Zone, and Into County High School Schedule Compatibility.

**Why would a reassignment not be continued or rescinded?**

• At the discretion of the Superintendent/Designee or the Principal, the student may be returned to the home school for his/her attendance zone, if the student becomes a discipline problem, attendance problem, is repeatedly tardy or has after school pickup problems, or if the parent or guardian is unable or unwilling to work cooperatively with the policies or procedures of the reassigned school, or if the reasons for reassignment are no longer valid, or if the receiving school exceeds 100% capacity. Address changes must be reported to the school.

**Is transportation available for reassigned students?**

• School transportation for reassigned students is NOT provided by the Palm Beach County School District.

**How are parents/guardians notified of the results of their application?**

• Parents/guardians are notified by U.S. mail with results of the application. Four to six weeks is a normal timeframe for processing applications.

**Is there an appeals process?**

• Parents or guardians may initiate an appeal by calling the Department of Magnet and Choice Programs to make an appointment for Transfer Review. Denials based on school CAPACITY AND OR FIRST YEAR SCHOOLS ARE NOT APPEALABLE.

**Where can I get additional information?**

**Department of Choice and Career Options**
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