

Policy 5104

High School Waivers

Effective: January 2000 as Policy 5117.5

Revised: July 2023

☐ Elementary

☒ Secondary

☐ Both

A waiver may be granted for a student to attend a Catholic high school outside the residence of the student's parent(s)/guardian(s) at the discretion of the superintendent after consultation with both school principals. A waiver may be granted for the following reasons:

1. A sibling or siblings have attended the requested school;
2. A parent or guardian attended the requested school;
3. The parent or guardian is an employee of the requested school; or
4. After a family visits and discusses enrollment with the assigned school, the principal of the assigned school feels that it would be in the student's best interest to attend the requested school. In this case, a detailed, written statement addressing the rationale and confirming a school visit and discussion is provided with the waiver request.

No waiver will be granted for reasons related to participation in athletics or extracurriculars.

High School Waiver Procedure

If the reason for the waiver is siblings or parents who have attended the requested school, or the parent or guardian is an employee of the school, the principal of the requested school signs the waiver form first, then contacts the principal of the assigned school to notify him/her, and then forwards the waiver to the assigned school principal for signature. The form is then sent to the superintendent for final review and approval.

For any other reason, the following procedure must be followed:

1. The parent contacts the assigned high school and requests a waiver form from the assigned high school.
2. The parent(s)/guardian(s) arrange a visit and meeting with the principal of the assigned school.
3. If, after the visit, the family would still like to request a waiver, the family must provide a written statement of rationale to the assigned school.
4. After the visit takes place and written rationale is reviewed, if the assigned school principal agrees that the criteria for a waiver have been met, he/she will sign the waiver, contact the principal of the requested school, and forward the waiver to the requested school principal for signature. If either principal opts not to grant the waiver for any reason, the waiver request is denied.
5. The completed form is sent to the Superintendent for final review and approval.