

**CITRUS COUNTY SCHOOLS  
SPECIAL ATTENDANCE PREFERENCE FORM**

**Directions for parent(s)/legal guardians(s):** Please complete the Special Attendance Preference Form (*one student per form*) if your child wishes to attend an out of zone school for the first time, and return it to any school location or mail it to the Student Services Center in Lecanto:

**Department of Planning and Growth Management  
Student Services Center  
2575 South Panther Pride Drive  
Lecanto, FL 34461  
(PLEASE TYPE or PRINT IN BLACK INK)**

**Date:** \_\_\_\_\_

**Student ID  
Number:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

Last

First

**Name of Parent(s)/  
Legal Guardian(s):** \_\_\_\_\_

Last

First

**Street Address:** \_\_\_\_\_

**City/Zip/County:** \_\_\_\_\_

City

Zip

County

**Mailing Address:** \_\_\_\_\_

**City/Zip/County:** \_\_\_\_\_

City

Zip

County

**Contact Numbers:**

**Home:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Reason for Preference/Check One (Please refer to the criteria as provided):**

☐ A    ☐ B    ☐ C    ☐ D    ☐ E    ☐ F    ☐ G    ☐ H

☐ Other \_\_\_\_\_

**Explanation:** \_\_\_\_\_

*(attach additional sheet if necessary)*

The Citrus County School Board allows for students to attend schools that are outside the zone in which the student resides if the reason for attending a school out of zone is consistent with School Board Guidelines and the proposed receiving school has adequate capacity to accommodate additional students.

**All supporting documentation MUST be provided along with this request. If selecting child care as reason, please provide address and phone number of relative, friend or commercial center.**

When a decision is made, you will be notified.

School District funding is contingent on keeping individual school populations within the limits approved by the Florida Department of Education. The School Board is legally bound and committed to strictly enforcing these limits.

**I have reviewed the Citrus County School Board Student Reassignment Preference Guidelines, and agree to abide by them. I further understand that the reassignment may be revoked for poor attendance and/or unsatisfactory behavior as determined by the principal of the receiving school or for any reason deemed necessary by the Superintendent.**

Signature of Parent(s)/Legal Guardian(s): \_\_\_\_\_

**ZONE WAIVER  
INFORMATION  
(please complete)**

☐ New Preference

School

Year:     20     20     \_\_\_\_\_

Grade Level: \_\_\_\_\_

**SCHOOL INFORMATION  
(please complete)**

Preference to

Attend: \_\_\_\_\_

Zoned for: \_\_\_\_\_

Currently  
Attending/ or previously attended:

**NOTICE:**

Reassignments may be denied or revoked at any time due to attendance, tardiness, discipline problems or any other reason deemed appropriate by the Superintendent or designee.

**TRANSPORTATION**

The approval, if granted, is with the understanding that the parent(s)/ legal guardian(s) are responsible for providing transportation to the reassigned school.

Application Number: \_\_\_\_\_

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## Citrus County School Board Student Reassignment Preference Guidelines

1. After a student has been assigned to a school in his/her attendance zone, a request for a reassignment to another school must be made by the student's natural/adoptive parent or legal guardian.
2. In order for a reassignment to be processed, the natural/adoptive parent or legal guardian must complete the Special Attendance Preference Form, either online or in paper form. Submit online at [https://www.citruschools.org/departments/planning\\_and\\_growth\\_management/zoning\\_information](https://www.citruschools.org/departments/planning_and_growth_management/zoning_information) or return the completed form to the Planning and Growth Management Department or to any school location.
3. If a reassignment is approved it shall be valid for successive years for the same student until he/she completes the highest grade level at the school, subject to available capacity.
4. Approval to participate in varsity athletics is governed by the bylaws adopted by the Florida High School Athletic Association (FHSAA).
5. Approval of the special attendance preference is subject to available capacity in the school of choice, as well as available grade level capacity in the school of choice. Please check any and all boxes that apply to your child:
  - A. Student is the child of active-duty military personnel whose move resulted from military orders. (Please submit a copy of the orders with application.)
  - B. Student has been relocated due to foster care placement in a different school zone.
  - C. Student had to move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodian.
  - D. Student is already enrolled in the school of choice but changed residence during the school year moving them out of zone. The request is to maintain enrollment at the school of choice.
  - E. Student is accepted into a special program at the school of choice that is not available at the zoned school. Please specify the program on the preference form.
  - F. Childcare is provided by a relative, family member, or commercial childcare center, that is physically located in the zone of the requested school. (If selecting child care as reason, please provide address and phone number of relative, friend or commercial center in explanation box.)
  - G. Student is the child of a regular appointed employee of the Citrus County School Board who works at, or in close proximity to, the preferred school site. Please specify the parent/guardian name and work location.
  - H. Special or "extraordinary circumstances" or circumstances that have a direct bearing on the child's health, safety, and welfare. Please describe the special or extraordinary circumstances on the preference form and attach any appropriate documentation.
6. A reassignment may be denied for any of the following reasons: (a.) School, or grade level, capacity, or projected capacity, is at or above 90% or; (b.) The student has been suspended or expelled within the past six (6) months of the current or previous school year or; (c.) Out of county students, in accordance with school board policies or; (d.) Other reason as deemed appropriate by the Superintendent or designee.
7. A reassignment may be revoked for any of the following reasons: (a.) School, or grade level, capacity is at or above 90% or; (b.) The student has repeat discipline referrals or; (c.) The student has excessive absences and/or tardiness or; (d.) Other reason as deemed appropriate by the Superintendent or designee.
8. Acceptance of a seat in an out of zone school of choice reserves the seat for the current school year of preference and therefore, the student may not attend another out of zone school of choice during the school year unless special or "extraordinary circumstances" or circumstances that have a direct bearing on the child's health, safety, and welfare are documented (i.e., students may not change schools more than once during a school year as this is not in the best interest of the student's academic progress).