

McLean County Unit District No. 5
Attendance Exception

Procedure

Any attendance exception request must be made in writing to:
Assistant Superintendent of Human Resources
McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761

The attendance exception request must include the following:

- Name and grade of each child for whom the request is being made.
- Present address (this must be a permanent and primary residence – not an owned/leased home or apartment which is not the parent's primary residence).
- Phone numbers (home and work).
- School to which child's geographic address is currently assigned.
- School being requested by parent/guardian for attendance exception assignment.
- Reason(s) for making the request (please be specific).
- High School requests only: Documentation by physician or mental health professional of chronic health or psychological need for environmental change.

Upon receipt, the request will be dated and recorded in the Superintendent's office. K-8 requests may be submitted after January 1 and will be considered after the August registration. High school exceptions will be considered within a reasonable response time after receipt. Parents will be notified in writing of the final resolution.

Elementary/Junior High School Guidelines

- Student Eligibility
 - Kindergarten through Grade 8 student enrolled in McLean County Unit District No. 5 school.
 - Parent or guardian is a resident of McLean County Unit District No. 5.
- Exceptions will be granted based on the enrollment numbers at the requested and the assigned schools.
- Exception, if granted, will be for one school year only. A written request must be made each subsequent year if a continuation of the exception is desired. Once an attendance exception has been granted, there is no guarantee that it will continue to be granted in subsequent years.
- Parents and/or guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- A student attending a junior high school on an attendance exception basis must be declared eligible by the Illinois Elementary School Association (IESA) to participate in sponsored activities.

High School Guidelines

- Student Eligibility
 - Grade 9 through 12 student enrolled in McLean County Unit District No. 5 school.
 - Parent or guardian is a resident of McLean County Unit District No. 5.
- Exceptions will be granted only for documented health or psychological problems.
- Exception, if granted, will be for duration of high school career.
- Parents and guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- A student attending a high school on an attendance exception basis must be declared eligible by the Illinois High School Association (IHSA) to participate in sponsored activities.