

# Geographic Exception Flowchart for PARENTS/GUARDIANS

Parent/legal guardian may obtain the revised Geographic Exception Form (rev.12/14) from any school office. Open GE windows begins January 1 and ends on March 1.

If applying for **NEXT SCHOOL YEAR**, the form should be completed & submitted for processing:

FROM the parent/legal guardian of:	SUBMIT TO:
<b>Hawaii Department of Education (HIDOE) student</b>  (includes Hawaiian Language Immersion Program (HLIP); Public Conversion Charter School (PCCS); Public Charter School (PCS) students)	<b>Current HIDOE school</b>
<b>Non-HIDOE student</b>  (i.e. incoming kindergartener, private school, or out-of-state student)	<b>Next year's HIDOE home school</b>

If applying for **PRESENT SCHOOL YEAR**, the form should be completed & submitted for processing:

FROM the parent/legal guardian of:	SUBMIT TO:
<b>HIDOE student</b>  (includes Hawaiian Language Immersion Program (HLIP); Public Conversion Charter School (PCCS); Public Charter School (PCS) students)	<b>Current HIDOE school</b>
<b>Non-HIDOE student</b>  (i.e. incoming kindergartener, private school, or out-of-state student)	<b>Current year's HIDOE home school</b>

Current or home school must date stamp form, complete Section II and **submit form to the receiving school by the deadline (2<sup>nd</sup> business day in March)**. If the student is new to the DOE, documents for enrollment are necessary and a student ID number will be assigned. If the student is a former DOE student, the student ID number previously assigned will be used.

Receiving school **approves, denies**, or includes application in the **scheduled lottery** process, and completes Section III. Notifications of GE decisions must be mailed by 15<sup>th</sup> of March. Receiving school disseminates copies of GE Request Form to all parties listed on bottom of application form.

## APPROVED

If the receiving school **APPROVES** the GE, the student's parent/guardian must declare intent to enroll the student into the **new GE approved school** within ten (10) working days of the postmarked date of the approval notification. An alternate student may be selected if the approved student is not registered by the deadline

If a DOE student, the parent/guardian will also notify **the current or home school** of their intent to enroll at the GE approved school. Parent will request information regarding withdrawal procedures (i.e. pick up and submittal of the release packet) from the current or home school

Current or home school will process withdrawal and transfer the student. GE-approved school will admit student.

## LOTTERY

If there are more transfer requests than space, a lottery will be held for applicants. **LOTTERIES** will be conducted **the first Friday in April**

Receiving schools will notify applicants of the lottery results: approved for a GE (follow "approved" or "denied" processes on flowchart) or placed on a waitlist.

A waitlist is generated to fill openings as they occur during the school year.

GE applications submitted after the deadline may be placed on the waitlist according to the date the application is received.

## DENIED

If the receiving school **DENIES** the GE, the receiving school will inform the parent/guardian of the denial by mail and must attach appeal form CHP 13-2, Request for Review of Denial for GE.

The parent/guardian may request for a review of the denial within 10 school days of the postmarked date of the denial notice. This request is submitted to the Complex Area Superintendent (CAS) using form CHP 13-2, Request for Review of Denial for GE.

The CAS shall render a written decision within 10 school days of the postmarked date of the parent/guardian's request. The decision of the CAS is **final**.