

Brevard Public Schools

2011-2012 Out-of-Area Appeal Procedures

Pursuant to Brevard Public Schools Policy 7120, the Director of School Choice will make the final decision regarding the approval or denial of out-of-area requests. It is important to understand that decisions will be made in accordance to District policy. Moreover, school capacity and the ability to comply with the Class Size Constitutional Mandate are critical factors in determining the final decision.

Notification regarding the approval/denial of an out-of-area request for the 2011-2012 school year will be made by the school the student is assigned to for the 2011-2012 school year. **Parents may submit an appeal to the Office of School Choice for an out-of-area request that is denied.**

1. Complete the 2011-2012 Out-of-Area Appeal Form by stipulated deadline. The form is available at <http://schoolchoice.brevard.k12.fl.us/more/controlled.htm>.
 - a. Provide information/reason(s) to be considered for the appeal.
 - b. In cases of severe health problems, a letter of explanation and statement by a licensed physician should be attached.
 - c. Additional paper may be used, if needed.

2. The 2011-2012 Out-of-Area Appeal Form is due to the Office of School Choice by:

June 10, 2011	For Out-of-Area Requests Submitted by Current Students Attending Brevard Public Schools (BPS) during the 2010-2011 School Year
July 18, 2011	For Out-of-Area Requests Submitted by New Students Planning to Attend Brevard Public Schools (BPS) for the 2011-2012 School Year

3. Please mail or hand deliver the Out-of-Area Appeal Form to:

Brevard Public Schools
Office of School Choice
2700 Judge Fran Jamieson Way
Viera, FL 32940-6601

4. The 2011-2012 Out-of-Area Appeal Forms will be reviewed by a District Appeal Team, which will carefully evaluate all information provided by parents and school administrators. Parents may not participate in the meeting; therefore, it is critical that the Out-of-Area Appeal Form contains detailed information regarding why a student should be permitted to attend the requested school.

5. Only information submitted on the Out-of-Area Appeal Form will be considered when making the final decision. Therefore, parents should not call the Office of School Choice to provide details regarding the appeal.

6. **The decision of the District Appeal Team is final.** Parents will be notified by mail of the final decision prior to the beginning of the 2011-2012 school year.

Please contact the Office of School Choice at 321-633-1000, Ext. 395 regarding questions about the out-of-area appeal process.