

Petitioning Procedures and Expectations

- 1) Annual Petition to Attend a Different Elementary School form must be completed and submitted to the Assistant Superintendent for Curriculum and Instruction. The address to mail the forms is 205 N. Race Street, Urbana, IL 61801.
- 2) New student(s) to the district must be registered in their home school before a petition can be addressed.
- 3) Parent/guardian will provide or arrange their own transportation for their student(s).
- 4) Parents agree to have their children to school on time and picked up after school on time once school is dismissed. Granted petitions can be revoked if attendance or tardies become an issue.
- 5) Decisions concerning the admission of petition students are made by the building principal of the school being petitioned. Each building principal will make their decision based on enrollment and staffing at a particular grade level that is being requested.
- 6) Petition forms must be submitted no later than two weeks before the start of the year for which petitioning is being requested.
- 7) Decisions by the building principals will be made no later than one week prior to the start of the school year.
- 8) Petitions are for only one year. Petitions must be submitted annually.