

Urbana School District #116
Jean F. Burkholder Administrative Service Center
1101 E. University Ave.
Urbana, IL 61801
www.usd116.org

Petitioning Procedures and Expectations

1. The *Annual Petition to Attend a Different Elementary School* form must be completed and submitted to the Superintendent's Office. The address to mail the form is 1101 E. University Ave., Urbana, IL 61801 Attention: Julie Estell, or email to jestell@usd116.org.
2. New student(s) to the district must be registered in their home school before a petition can be addressed.
3. Parents/guardians 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 is dismissed. Granted petitions can be revoked if attendance or tardiness becomes 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. **For the 25-26 school year**, petition forms must be submitted after **May 1, 2025** and ***returned*** no later than **July 25, 2025**.
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.