

How do I request an opt-out placement?

You must fill out the OPT-OUT REQUEST FORM which is part of this document. These forms are available at Charter Oak, Smith, and at the Residency Office, room 154, Town Hall, as well as on-line.

When must the opt-out request be submitted?

The opt-out request must be submitted by 4 p.m. on May 18, 2018 to the Residency Office, room 154, Town Hall, for opt-out consideration in the 2018-19 school year. Any requests made after this deadline must be sent directly to Dr. Andrew Morrow, Assistant Superintendent for Administration, 50 South Main Street, West Hartford, CT 06107, along with a letter indicating the circumstances that you believe warrant an extension of the deadline.

When will the opt-out request be acted upon?

The school district will make every effort to inform parents by the end of June 2018. However, circumstances may require notification to be delayed until late August 2018. Your notification will consist of which opt-out school your child may attend and whether or not transportation will be provided.

What if I want to opt-out to another magnet school?

You may not opt-out to another magnet school. If you are interested in attending another magnet school (Charter Oak or Smith), you must apply for that magnet school through the magnet school lottery process which commences in mid-January, 2018.

For further information, please contact:

Carolyn Perkins
Executive Assistant
50 South Main Street
West Hartford, CT 06107
860-561-6653

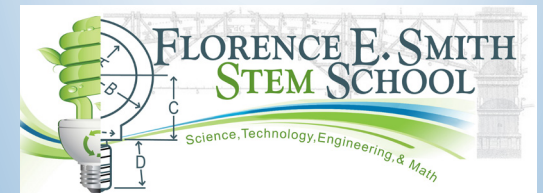


West Hartford, Connecticut



ELEMENTARY MAGNET SCHOOLS OPT-OUT PROCEDURES

2018-19 SCHOOL YEAR



Magnet School Opt-Out Request Form For 2018-19 School Year

Students who reside in the Charter Oak or Smith attendance zone have the option to request to attend another elementary school on a space available basis. The district currently provides transportation for students who opt-out of Charter Oak to Webster Hill and for students who opt-out of Smith to Whiting Lane. Depending on the 2018-19 budget, that practice may or may not continue. For all other schools, parents must provide transportation.

Students who reside in the Charter Oak attendance zone will be allowed to opt-out to a school with space available among Braeburn, Duffy, Webster Hill, or Wolcott schools.

Students who reside in the Smith attendance zone will be allowed to opt-out to a school with space available among Aiken, Bugbee, Morley, Norfeldt or Whiting Lane schools.

While parents may request a specific school, the final selection of the school will be at the sole discretion of the superintendent.

Factors that the superintendent, or his/her designee, will consider in the placing of students include:

1. Available space in the school/grade level requested.
2. Presence of sibling(s) at the opt-out school.

Once the opt-out request has been granted, the student will be able to stay in the new school through the remainder of his/her elementary years as long as the family continues to reside in the Charter Oak/Smith attendance zone.

1. Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____ Apt. _____ City, State, Zip: _____

Telephone: _____

Resides with:

Last, First, Middle Name: _____ Relationship: _____

Last, First, Middle Name: _____ Relationship: _____

2. My child's neighborhood school is:

_____ Charter Oak International Academy

_____ Smith STEM School of Science, Technology, Engineering, & Math

3. In late August 2018 my child will be entering:

_____ K _____ Grade 1 _____ Grade 2 _____ Grade 3 _____ Grade 4 _____ Grade 5

4. The elementary school my child is seeking to attend is:

_____ Aiken _____ Braeburn _____ Bugbee _____ Duffy _____ Morley

_____ Norfeldt _____ Webster Hill _____ Whiting Lane _____ Wolcott

(If you are interested in more than one school, please indicate order of preference, e.g. #1, 2, 3, ...)

5. Names of K-5 aged siblings who currently attend the school this child/applicant would like to attend:

Last Name: _____ First Name: _____ Middle Name: _____

Last Name: _____ First Name: _____ Middle Name: _____

**Please return the completed form to the Residency Office, room 154, Town Hall,
50 South Main Street, West Hartford, CT 06107, by 4:00 pm on Friday, May 18, 2018.**