

**Lynn Public Schools  
Parent Information Center**



**Student Assignment  
Appeal Process**

**Administrative Offices  
100 Bennett Street, 1<sup>st</sup> Floor  
Lynn, MA 01905**

**Tel: (781) 592-8796**

**Fax: (781) 598-3160**

# The Appeal Process

## Student Assignment Policy

According to the Lynn Public Schools Voluntary Plan for School Improvement and the Elimination of Minority Isolation, approved by the Lynn School Committee and the Massachusetts State Board of Education, **all students may attend their district schools**. Requests for out-of-district placements are determined by the racial isolation and class size of the out-of-district school.

Out-of-district placements are not guaranteed. District students can displace an out-of-district student if class sizes reach capacity seating (30 students). If displaced, out-of-district students will be required to move to their district school or another school of choice based on eligibility, as outlined above.

In some cases, the school assignment requested by the parent is not an available option under the guidelines. If the parent wishes to decline a placement at any of the schools that are options, he/she has the right to appeal the placement/assignment for the following reasons:

### **Health**

- Lack of availability of full time nurse
- Universally accessible building

*Required documentation:*

Doctor's letter and/or previous school officials' documentation

### **Safety**

- Victim of excessive and/or habitual bullying
- Assault and battery
- Gang related threats

*Required documentation:*

Police report and school officials' documentation (principal, truant officer and/or guidance counselors)

### **Changes in Racial Designation**

- Change of racial designation due to an error in the student database
- Misunderstanding of race designation at the time of registration

*Required documentation:*

Race Survey Form with the new racial designation and/or tribal affiliation or community attachment form

**Sibling**

- A sibling of a student who attends an out-of-district school by choice

These cases must follow the guidelines of the Student Assignment Policy in accordance with the Voluntary Plan for School Improvement and the Elimination of Minority Isolation.

*Required documentation:*

An Appeal Form indicating the name and student ID number of sibling attending the out-of-district school

Appeals submitted for this reason are approved at the time of registration and/or student transfer process if the class size allows it; otherwise he/she will be placed on a waiting list.

**The appeal process is handled by Parent Information Center staff. During the school year, parents/guardians are informed of the decision regarding the appeal through the Parent Information Center within a one-week time frame.**