

# LYNN PUBLIC SCHOOLS

James Leo McGuinness Administration Building – 100 Bennett Street, Lynn, MA 01905  
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## APPEAL OF ASSIGNMENT FORM (TO BE COMPLETED BY PARENT/GUARDIAN)

Student's name: \_\_\_\_\_ Student ID number: \_\_\_\_\_  
 Name of parent/guardian submitting appeal: \_\_\_\_\_  
 Parent/guardian's phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Current school: \_\_\_\_\_ Date of move: \_\_\_\_\_  
 New school district: \_\_\_\_\_  
 New address: \_\_\_\_\_


Additional information (please circle all that apply):

Current Sped placement	Homelessness	Foster care	Unaccompanied
Dual language program	Current disciplinary placement	Current voluntary desegregation	

Move type (please check only ONE):

- Within Lynn - High school student - Any time of year **(NO APPEAL NEEDED.)**
- Within Lynn - Move within same middle/elementary school district - Any time of year **(NO APPEAL NEEDED.)**
- Within Lynn - Move to different middle/elementary school district - During school year  
➤ May choose to transfer immediately or may choose to complete current year at current school. Must transfer to new school district next year. May appeal to Superintendent to request to remain at current school beyond current year. Please complete next page to appeal.
- Within Lynn - Move to different middle/elementary school district - During summer  
➤ Must transfer to new school district immediately. May appeal to Superintendent to request to remain at current school beyond current year. Please complete next page to appeal.
- Within Massachusetts but outside of Lynn (any grade) - April, May, June while school in session  
➤ May choose to transfer immediately or may choose to complete current year only at current school. Must transfer to new school district next year. **(NO APPEAL ALLOWED.)**
- Within Massachusetts but outside of Lynn (any grade) - All other months  
➤ Must transfer to new school district immediately. May appeal to Superintendent to request to remain at current school for current year only. Please complete next page to appeal.

**CONTINUED ON NEXT PAGE**

- Outside of Massachusetts (any grade) - Any time of year  
 Must transfer to new school district immediately. **(NO APPEAL ALLOWED.)**

The Superintendent (or their designee) may consider the following:

- Best interests of the student, current school, and (if in Lynn) new neighborhood school;
- Student’s grade level;
- Student’s ability to maintain good attendance, including arriving to school on time;
- Student’s behavior (if not related to Special Education criteria/disability);
- Input of the Principals of the current school and (if in Lynn) new neighborhood school;
- Class sizes at the current school and (if in Lynn) new neighborhood school;
- Parent/guardian’s acknowledgment that it shall be the exclusive responsibility of the parent/guardian to ensure that continued attendance at the current school in Lynn is permissible by the new city/town of residence (if applicable);
- Any other relevant non-discriminatory factors.

**Should the Superintendent (or their designee) grant this appeal, the Superintendent (or their designee) may later revoke such permission, on any reasonable basis, at any time.**

**For students who continue to attend school outside of their new neighborhood, transportation will NOT be provided, unless the student otherwise qualifies on the basis of Special Education criteria/disability.**

**Additionally, attendance must remain regular and punctual for students who continue to attend school outside of their new neighborhood.**

**Parent/guardian must please explain below reason(s) why appeal should be granted:**

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Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**DECISION OF SUPERINTENDENT OR DESIGNEE**

Appeal granted

Appeal denied

Printed name of Superintendent or designee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of decision: \_\_\_\_\_

**Policy reference: Policy # JCA - Assignment of Students to Schools  
 Adopted by Lynn School Committee on October 13, 2022  
 Date form created: November 17, 2022**