

February 1, 2013

Dear Parent/Guardian,

We hope that this letter finds you and your child(ren) enjoying a successful school year. The purpose of this letter is to provide updated and new information regarding the Hardship Out of Zone Waiver process. If you already have at least one child on an approved 2012-13 Out of Zone Hardship Transfer waiver, or, if you feel you have a hardship that would prevent your child from achieving success at their zoned school, the following process applies.

If you have a child on an approved 2012-13 Out of Zone Hardship, this waiver will expire at the end of this school year. At that time, your child will be reassigned to your zoned school for the 2013-14 school year. If you would like your child to remain at the out of zone school he/she is currently attending, you **must apply for an Out of Zone Hardship waiver again**. The request may only be approved if your reason meets the criteria for a hardship.

A student may be granted an Out of Zone Hardship transfer when a condition or situation exists that implies an adverse or compelling circumstance, or a state of misfortune unique to that student's life or a family's life situation. In this case, you must complete a Hardship Out of Zone Application, and submit it for approval to the Office for School Services.

The transfer request process will begin on **February 15, 2013**. You will have until **April 30, 2013** to submit your request. The sooner your application is received, the sooner your child's class schedule for next school year may be completed. If applicable to your reason for request, please be sure to mention that you are applying for the "grandfathered" condition for your fifth, eighth, or twelfth grade child when completing the Out of Zone Application. Your prompt attention to submitting an application will assist your school in preparing to meet requirements for state and federal funding, class size compliance, and other governmental and administrative applications. The application is available in both an electronic version (available February 15th on our website) and a paper version. Both applications and the directions for the process can be found on our district website at: [HYPERLINK "http://www.stjohns.k12.fl.us/depts/os/schoolserv/transfers"](http://www.stjohns.k12.fl.us/depts/os/schoolserv/transfers) <http://www.stjohns.k12.fl.us/depts/os/schoolserv/transfers>. **Additionally, please note that transportation will not be provided to students who receive an approved out of zone waiver.**

A paper version can be sent home with your child if requested. Please request this form from your current school office.

Should you decide to apply for a Hardship Out of Zone waiver, you will receive an electronic reply sent to the email address you provide on the application, within approximately three weeks from the date we receive your request. If an email address is not available, we will mail you a copy of the decision.

We look forward to working with you to address your needs. If you have any questions regarding the out of zone hardship transfer process, please do not hesitate to contact my office at 904.547.7583.

Sincerely,

Paul Abbatinozzi  
Director, Department for School Services

/rb

