

Si necesita ayuda para entender esto en español, por favor llame Kresly Rodriguez Martinez (715-852-4049).

Yog koj xav tau tus neeg Hmoob txhais daim ntawv no ua lus Hmoob rau koj los yog koj muaj lus nug txog daim ntawv no, hu rau Blia Schwahn (715-852-6764).

To the family of «**Student_First_Name**» «**Student_Last_Name**»

Eau Claire Area School District's alternate school request process, Rule 432 changed effective January 1, 2021. The [alternate school request application](#) form and process reflect these changes, including an electronic form, streamlined reasons for requests, and an updated review process, all resulting in a quicker response time.

Alternate School Requests **may be considered** when one of the following criteria are met:

- **Legal:** A signed contract (i.e. new building contract), court ruling (i.e. divorce decree), or evidence of victimization within legal documentation. Requester must upload the qualifying documentation to have the alternate school request application considered.
- **Continuous Enrollment:** Students may finish their current grade level once the school year has begun, regardless of a change in address. Note:
 - Continuous enrollment will no longer be approved beyond the current school year as Policy 432 states that students are expected to attend their new neighborhood school.
 - Students with a newly approved alternate school request after January 1, 2021 will automatically be transferred/enrolled in their neighborhood school at the end of the current school year. The automatic transfer enrollment only qualifies for alternate school requests.
 - Families that move into another ECASD school's boundary and don't fill out an alternate school request form for continuous enrollment to finish out the school year, will be required to complete the transfer enrollment process through their Skyward Family Access account.

- **Medical:** Documentation from a medical provider that explains why attending a specific school is requested based on a pre-existing medical condition. Requester must upload qualifying documentation.

All alternate school requests are processed through the Administration Department located at ECASD District Office. The Executive Director of Administration will review each request. The Executive Assistant of Administration will notify all families of the decision. All communication will come from the Administration Department.

«Student_First_Name», is currently attending «Entity» under an approved alternate school request. Based on your current address, «F1_Mailing_Address», «Student_First_Name»'S school path is «CY_Address_Path». «Student_First_Name» will be attending «Next_Year_School» in 2021-22.

Eau Claire Area School District staff are currently planning schedules and staffing for the upcoming school year. If your current alternate school request has been approved due to a medical condition or a legal reason and you are interested in continuing next year, then we ask that you apply online for the alternate school request and provide appropriate documentation based on the reason by **January 31, 2021** or as soon as possible.

Alternate school request applications will *only be available* online through a [link](#) located on the District's ECASD website. The online application will be available in English, Hmong, and Spanish. Paper copies will no longer be accepted. If you need assistance with filling out the online form, please contact your child's school, the District Enrollment Office, or the Administration Department.

The alternate school request application can be accessed by all families and staff online at www.ecasd.us, click on [Forms](#) (middle of top blue bar), and then click on [Alternate School Request Applications for District Residents](#). If you have questions, please call the Administration Department at 715-852-3003.

Sincerely,



Kim Koller
Executive Director of Administration
Eau Claire Area School District

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