

**New Jersey Department of Education**  
**Interdistrict School Choice Student Application Deadline Waiver**  
**Process Flow for Parents and Districts**

The NJ Department of Education establishes a deadline each year when students must complete their applications to choice districts. However, there may be circumstances when a waiver of the deadline is justified. When extenuating circumstances occur, the Commissioner may grant a waiver of the student application deadline, allowing a student to submit an application and be accepted to a choice program outside the timeline established by the Department of Education. **Waivers will only be granted by a showing of “good cause” and when a student’s educational conditions are such that an immediate transfer is needed. Waivers will not be granted for convenience reasons such as missing the application deadline. Typically, student enrollment must occur immediately upon approval of the waiver, however each waiver will be considered based on the specific circumstances of the student.**

Below is the process by which a parent or guardian may apply for a waiver of the choice application deadline.

**STEP 1 for Parents: Contact the choice district to which your student would like to apply and get their commitment to accept your student**

- A list of participating choice districts and contact information is available on the Department of Education’s website: <http://www.state.nj.us/education/choice/districts/>.
- Contact the choice district and ask:
  - ✓ **Does the choice district have an available seat in the desired grade level?**
    - The district may exceed its DOE-approved maximum enrollment if a waiver is granted.
  - ✓ **Is the choice district willing to accept the student without choice funding in 2014-15? The student would be funded in subsequent years.**
    - If the waiver request is submitted to the NJDOE after December 13, 2013, then the district will not receive choice funding for the student until the 2015-16 school year. (Funding for choice students is determined in the preceding school year and cannot be adjusted for late applicants.) The choice district has no obligation to agree to accept an unfunded student.
- If the choice district has availability and agrees to accept the student unfunded, the parent or guardian may proceed to the next step.

**STEP 2 for Parents: Gather appropriate documentation**

- **Contact your district of residence and inform them of your child’s intent to apply to a choice district, including the reason for requesting the waiver and any evidence of good cause.** A copy of the letter or email sent to the resident district by the parent is sufficient.
- **Get documentation from the superintendent or administrator of the choice district confirming that a seat is available and that the district agrees to accept the student unfunded for the 2014-15 school year.** An email from the choice district confirming this information is sufficient.
- **Get any documentation supporting the need for the student to be relocated to another district.** If, for example, a request is driven by bullying of the student at his/her current school, the parent or guardian must include the results of the school’s investigation, which is stipulated in the Harassment, Intimidation and Bullying law. The results should include the nature of the investigation, whether evidence of harassment, intimidation or bullying was found and whether discipline was imposed or services provided to address the bullying.

### STEP 3 for Parents: Submit the Waiver Request Form to the Commissioner of Education

- The Waiver Request Form and all documentation must be sent by e-mail to [pschoice@doe.state.nj.us](mailto:pschoice@doe.state.nj.us) (*all documentation should be scanned and sent as attachments to the email along with the Waiver Request form*). If email is not available, the form and documents may be mailed to the Office of Interdistrict Choice, 100 Riverview Drive, PO Box 500, Trenton, NJ 08625.
  - ✓ **A request for a waiver that does not include all of the required information will not be considered for approval.**

### STEP 4 for Parents: After waiver approval, complete the choice district's student application

- If the waiver is granted, submit the choice district's student application (provided by the choice district) with a copy of the Commissioner's approved waiver to the choice district.

### NJ Department of Education Waiver Review Process

- Upon receipt of the Waiver Request Form, the NJDOE will forward it to the resident district's superintendent and inform him/her that they may submit comments to the Commissioner regarding the student's waiver request.
- *The Commissioner will render a decision and the Office of Interdistrict School Choice will communicate the decision to the parent or guardian and the choice district by email.*

### Choice District Process for Accepting and Enrolling Waiver Students

- The choice district must keep appropriate documentation for all waiver students and advise the Office of School Choice of their total number of enrolled choice students.
- The choice district must inform the district of residence of the student's acceptance, including:
  - ✓ a copy of the Commissioner's approved waiver as evidence of the student's eligibility to be enrolled after the deadline
  - ✓ a completed [Choice School Application for Transportation Services](#), if transportation is needed

**New Jersey Department of Education  
Student Application Deadline Waiver Request**

Name of Parent/Guardian: _____	Name of Student(s): _____
Parent/Guardian Address: _____	
Parent/Guardian Email: _____	
Choice District: _____	Has the choice district confirmed that a seat is available and that it is willing to accept the student without funding until the 2014-2015 school year?  Yes: _____ No: _____
Superintendent Name: _____	Is documentation of this attached to this request? (This is required for consideration.)  Yes: _____ No: _____
Superintendent Email: _____	
Resident District: _____	Has the resident district been informed of the student's intention to apply to the choice district, including the reason for requesting the waiver and any evidence of good cause?  Yes: _____ No: _____
Superintendent Name: _____	Is documentation of this attached to this request? (This is required for consideration.)  Yes: _____ No: _____
Superintendent Email: _____	
Please complete next page	

Provide a detailed explanation of the reason for requesting the waiver with evidence of good cause, explaining why your student's current educational conditions are such that an immediate transfer is needed. Add additional pages as needed.