



**THE GEOGRAPHIC EXCEPTION FORM DOES NOT APPLY TO HOMELESS STUDENTS UNLESS the request is for a student to attend a school other than the school of origin or home school.**

**SECTION I – To be completed by parent/legal guardian of student and submitted to the Home School if the student is new to the D.O.E. or to the current school where the student is currently enrolled. Submit to the Principal with a self-addressed, stamped envelope attached to each Geographic Exception Request Form.**

Requesting Geographic Exception to Attend: \_\_\_\_\_ For School Year \_\_\_\_\_ - \_\_\_\_\_  
Name of School \_\_\_\_\_ For Grade Level \_\_\_\_\_

1. Student's Legal Name \_\_\_\_\_  
Last First Middle Initial

2. Birth Date     /     /     Gender  Male  Female  
mm dd yy

3. Current School \_\_\_\_\_ Current Grade Level \_\_\_\_\_

4. Residential Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Requester's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (Bus) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email \_\_\_\_\_

FOR SCHOOL USE ONLY	
Student ID# (10 Digits)	_____
Home School Code	_____
Current School Code	_____
Receiving School Code	_____
Date of Approval or Denial	_____ / _____ / _____ mm dd yy

Parent  Guardian  18-year-old student

6. Indicate reason for requesting a Geographic Exception (Check 1 item and/or briefly explain)  
a.  Physical residence b.  Sibling at same school c.  Child of school staff member  
d.  Program of study (describe) \_\_\_\_\_  
e.  Other (describe) \_\_\_\_\_

*I understand that falsification of information will be grounds for denial and/or rescinding of this Geographic Exception Request (Hawaii Revised Statutes (HRS) §710-1063).*

Signature \_\_\_\_\_ Date     /     /      
mm dd yy

**SECTION II – To be completed by the public school the child is currently attending OR the Home School for the incoming kindergarten and new students to the HIDOE system.**

School \_\_\_\_\_ Date Stamp Receipt of Application \_\_\_\_\_

Proof of Residence Document Reviewed

List of information regarding special student accommodations (if applicable) \_\_\_\_\_

Home/Current School Authorized Official Signature \_\_\_\_\_ Date     /     /      
mm dd yy

**SECTION III – To be completed by the Receiving School** Lottery Number \_\_\_\_\_

**APPROVED G.E.** - To begin on:     /     /     School Name \_\_\_\_\_  
mm dd yy

**DENIED G.E.** - Filled to capacity

Receiving School Authorized Official Signature \_\_\_\_\_ Date     /     /      
mm dd yy

Request for Review of Denial may be made within ten (10) business days of the postmark date of this notice to the Complex Area Superintendent (CAS) by submitting Form CHP 13-2. The decision made by the CAS is final.

**DISTRIBUTION:** WHITE-(Approved) or (Denied)-Receiving School; CANARY-Requester; PINK-Receiving School Complex Area Superintendent; GOLDENROD-Home School Principal

If Form was downloaded from Website: Colored paper is **NOT** required for DISTRIBUTION copies.

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## **GENERAL INSTRUCTIONS FOR COMPLETION OF THE GEOGRAPHIC EXCEPTION REQUEST FORM CHP 13-1 (Rev. December 2014)**

Geographic Exception (G.E.) Request Forms may be obtained from any Hawaii Department of Education (HIDOE) public school office, including public charter schools.

Parents/Legal Guardians and students who are eighteen (18) years of age should submit G. E. Request Forms to the Home School or Current School Principal/Office.

### **DEADLINE:**

The application window for submitting G.E. Request Forms is from January 1<sup>st</sup> through March 1<sup>st</sup> of a calendar year for the upcoming new school year. When schools receive more applications than available space, a lottery will be conducted on the first Friday of April of that same calendar year. All completed request forms that do not meet this deadline will not be part of the lottery and may be considered after those applications that were received within the established time period.

### **GENERAL INFORMATION:**

- If your child is enrolled in the Hawaii Public School System, submit this form to the public school your child is currently attending.
- If applying for Kindergarten, submit this form to the Home School where your child would attend at the start of the next school year.
- Applications submitted during the summer for students promoted to middle or high school should be turned in to the Home School your child would attend at the start of the school year.
- If your child is entering from a private, mainland, or foreign school, submit the form to the Home School for the school year to which this form applies.
- Request for review of denial may be made within ten (10) business days of the postmark date of the notice to the Complex Area Superintendent (CAS) by submitting Form CHP13-2, which is available from any public school and/or district office. A written letter to the CAS can also be submitted. The decision by the CAS is final.

Please attach a self-addressed, stamped envelope for each G.E. Request Form. The results of the lottery (approval or denial) will be mailed within two weeks thereafter.

Falsification of information will be grounds for denial and/or rescinding of the geographic exception. (HRS §710-1063).

### **TERMINOLOGY:**

- Home School: The public school (including public charter conversion schools) that the student should be attending without a Geographic Exception, according to legal residence.
- Current School: The public school (including public charter or public charter conversion schools) where the student is presently attending.
- Receiving School: The school that determines the acceptance or denial of the application.