



Mountain View  
Whisman  
School District

# Parent Communication Regarding Boundary Changes

November 1, 2018





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# Alignment to District Goals

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## 2017-18 Board Goal

- Initiate planning for the successful opening of Jose Antonio Vargas Elementary School in 2019-2020
- Staff will communicate impact of Administrative Regulation 5115 that was set by the Enrollment Priorities Task Force



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# Parent, Staff and Community Outreach

# Parent Communication

- Goal is to use multiple approaches to reach out to families
  - Face-to-face meetings, emails, newsletters, PTA events, letters, phone (help desk).
- Letters sent to all MVWSD families (those who are moving and those who are not) on Wednesday, October 17
- 2nd letter to families transitioning schools will be sent October 31

# Parent Communications - Empowering staff to lead communications

- Talking points regarding boundary changes distributed to each school principal, front office staff and SCEFs/At-Risk.
- Beginning October 24, Ms. Ghysels, Ms. Baur and Dr. Rudolph will attend a staff meeting at each school site to explain how new boundaries will impact staffing for the 2019-20 school year.

# Parent Communications - Help Desk

- School sites will provide information and then, if needed, offer to take parent's contact information that will be sent to the Student Services Department for follow-up.
- After follow-up, if the concern still exists, parents have the option to fill out a Student Placement Exemption Form

## Student School Placement Exemption Request Form

Current School Attending:	This request is for the school year: 20__ - 20__
School Requested:	

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: M \_\_\_ F \_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

### REASON(S) FOR THE REQUEST:

Please provide the reason for your request. Attach supporting documentation if required.

### PARENT/GUARDIAN STATEMENT OF UNDERSTANDING

In making this request, I understand the following conditions: 1) if granted, this exemption will be active for one (1) school year 2) if the exemption is granted, the parent/guardian will be responsible for the student's transportation to and from school.  
I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above-stated conditions.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### FOR OFFICE USE -

Approved _____	Denied _____
Reason(s) for Denial: _____	
By: _____ Date: _____	
Phone 650-526-3500 Ext: _____ Fax 650-969-1167	



# Student Placement Exemption Form

- Student Placement Exemption Forms will be reviewed monthly by a committee consisting of a Ms. Ghysels, a community member, and a MVWSD Board Trustee
  - Notifications will be sent a week after the committee meets to review the request.



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# Next Steps

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- Continue to communicate with families and staff
- Welcome events are scheduled at schools for transitioning families
- The Board of Trustees will appoint a member to the Exemption Committee in December