**Niagara Falls City School District Special Permission Requests**

The email address **specialpermissions@nfschools.net** has been set up for parents/guardians to submit requests for their children/child to attend a school other than their home school for the upcoming 2024-2025 school year. **Requests should no longer go directly to Superintendent Laurrie.** Only special permissions requests to transfer from a student’s home school to a different school should be sent to this email address.

The criteria under which special permission is granted are:

* Medical reasons with full documentation from a physician provided
* Custodial care issues that are court-ordered (court papers must be provided)
* Extenuating circumstances authorized by the Superintendent of Schools
* Room must be available at the requested school

**Please follow this process**:

* Requests for special permission must be sent by a student’s parent/guardian via email to specialpermissions@nfschools.net **no later than** **April 17, 2024.**
* **Requests MUST include the following details:**
	+ Name of student
	+ Current address
	+ Parent/Guardian’s name and contact phone number
	+ **Student’s 2024-2025 grade level**
	+ **Student’s 2024-2025 Home School**
	+ **Requested school for 2024-2025**
	+ **Reason for the request**
* No other method of submitting requests will be accepted. Therefore, please do not mail letters, drop off letters, request verbally, or request through District personnel.

**The deadline date for receipt of your email for special permission for the 2024-2025 school year is April 17, 2024.**

**IMPORTANT NOTE: BY REQUESTING SPECIAL PERMISSION, YOU UNDERSTAND THAT BUSSING WILL NOT BE PROVIDED FOR YOUR CHILD/CHILDREN SHOULD APPROVAL BE GRANTED.**

Thank you.