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

**New Email – NOTE**

An email account for special permission requests has been created. **Requests will no longer go directly to Superintendent Laurrie. The new email address is – specialpermissions@nfschools.net** Only special permissions requests to transfer from a student’s home school to a different school should be sent to this email.

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
* Parent/guardian must provide transportation – **no bus service will be provided for students on special permission**

**Please follow this process**:

* A request for special permission must be submitted **no later than** **April 17, 2023. All special permission requests are required to be in writing**. No verbal requests will be accepted. Your request **must** include the name of student and current address, parent/guardian’s name and phone number; child’s 2023 – 2024 grade level; child’s home school; the requested school and the reason for the request. **BUSSING IS NOT PROVIDED FOR SPECIAL PERMISSION STUDENTS.**
* **PREFERRED METHOD:** Requests may be made electronically via email and sent to (NOTE: NEW EMAIL) [specialpermissions@nfschools.net](mailto:specialpermissions@nfschools.net)
* Letters may be sent c/o Superintendent Mark Laurrie to: Niagara Falls City School District, Administration Building, 630 66th Street, Niagara Falls, N.Y. 14304
* *Requests made by phone or through District personnel* ***will not be accepted***

**Special requests must be received by April 17, 2023.**