

# Reassignment Guidelines

## REASSIGNMENT OVERVIEW

***The student reassignment application window is only available during Open Enrollment. All reassignment applications will be processed after the Open Enrollment deadline. Notifications regarding the status of your reassignment application will be sent via email.***

**Feeder Patterns:** A feeder pattern is the progression and school assignment of a student or a group of students from one level of school to another (For example: elementary to middle, middle to high). An assigned feeder pattern is when all students in one elementary school matriculate to the assigned middle school. All students in middle school will matriculate to the assigned high school.

Pembroke Pines Charter School Feeder Pattern		
Elementary School	Middle School	High School
East Campus	Central Campus	PPCHS
Central Campus	Central Campus	PPCHS
West Campus	West Campus	PPCHS
FSU Campus	West Campus	PPCHS
Reassignment requests must be made so elementary students can matriculate to Academic Village Middle (limited space available)	Academic Village Campus	PPCHS

**Requests for Reassignments:** A parent may apply for his/her child to attend a different school other than the assigned school for the following school year. Parents must apply between the designated dates to be considered for placement. The reason for requesting a reassignment must be indicated on the application. There is no guarantee that a reassignment request will be granted. There is no automatic approval for a student/sibling to matriculate to the requested

school through the reassignment process. Reassignments are not guaranteed and are based on hardship and availability. All Reassignment requests are reviewed and approved by the Reassignment committee.

## **Application Process Overview**

**Please review the information below prior to completing a reassignment application.**

- The student reassignment application window will be available during Open Enrollment each year. Applications received after the deadline, will be considered late and will not be processed.
- Each applicant must be enrolled/accepted in a City of Pembroke Pines Charter School in order to apply for a reassignment.
- Reassignment applications will only be accepted on-line
- Only one application per student per reassignment will be accepted per application window. Duplicate applications, faxed or emailed applications will not be processed.
- Reassignments are dependent upon available vacancies and will not be granted if it increases the school's enrollment beyond its capacity.
- Please fully complete all sections of the application.

## **Reassignments - Frequently Asked Questions**

### **Hot Topics:**

#### **1. What is a reassignment?**

A reassignment is a change of the student's current assigned school.

#### **2. When is the window to submit a student reassignment application?**

The student reassignment window runs each year, during the Open Enrollment period.

#### **3. When will I be notified on the status of my reassignment request?**

All applicants who submitted a request during the reassignment window, will receive notification regarding the status of their reassignment, via email.

#### **4. Is transportation provided for approved reassignments?**

Transportation is only available if the address of the student meets the existing transportation guidelines; otherwise, it will be the responsibility of the requesting parent/guardian to provide transportation. Please note that it is the responsibility of the requesting parent/guardian to ensure the student is on time for school on a daily basis. Excessive tardiness and/or absences will be addressed according to the school's attendance policy.

- 5. If my children are currently attending the same school, and one of my children are approved for reassignment, will sibling(s) be automatically accepted at the same school through the reassignment process?**

No. Parents/Guardians will need to submit a reassignment application, for each student.

- 6. Where do I find information regarding athletic eligibility for a student approved for a reassignment to another school?**

[School Board of Broward County Policy 6203](#) outlines the specifics regarding athletic eligibility and reassignment to a school.

- 7. If my request for a reassignment is denied, is there an appeal process?**

Denied reassignment requests may be appealed via the Parent Dashboard directly. The appeal will then be sent to the Reassignment Committee for a secondary review. If the reassignment request is denied, a notification will be sent via email to the parent, as well as a notification in the parent dashboard. The third and final appeal can be submitted via letter. The parent dashboard will contain instructions on how to submit a final appeal.