**Language for Form**

Following the HCPSS Board of Education’s redistricting decisions, your child, [child’s name], who will be in grade [grade number] next school year is scheduled to attend [school name]. It has been determined that your child is eligible for an exemption to remain at their current school based on [reason for exemption]. [transportation is available for this exemption]. Remaining at their current school is optional, so it is important that you decide which school you would like your child to attend for the 2020-2021 school year. **This decision must be made by December 13, 2019.** Once a decision has been made it is final so please ensure accuracy of your selection.

(following transportation option) Students who are designated as walkers for the 2020-2021 school year will not be eligible for bus transportation.

**Language For Form if student does not have an exemption**

Following the HCPSS Board of Education’s redistricting decisions, your child, [child’s name], who will be in grade [grade number] next school year is scheduled to attend [school name]. If your child has been redistricted to a new school, but you believe that they qualify for an exemption as determined by the Board of Education on November 21, 2019, please contact your school immediately so we (may be able to) **can** verify your status and process your information. In order to provide appropriate staffing and resources this information is needed by December 13, 2019.

**Active Duty**

If you are seeking an active duty exemption, contact your school’s Pupil Personnel Worker (PPW) to provide proof of status. Students utilizing this exemption are not eligible for bus transportation.

**IEP/504**

Students utilizing this exemption are not eligible for bus transportation unless transportation was included in the IEP or 504 plan as of November 21, 2019.

**Language for Email of Form**

Following the HCPSS Board of Education’s redistricting decisions, your child is eligible for an exemption and can remain at their current school. The exemption is optional so it is important that you decide which school you would like your child to attend for the 2020-2021 school year by December 13, 2019. Please complete the form at the following link to notify school staff of your intentions.

**Form Completion Confirmation**

Thank you for completing the form and informing school staff of your intention. If you believe that you made an error, please contact your child’s current school immediately. You will receive final confirmation of your decisions and more information in January.

**Message to Principals - 12/4 (sent from Emily)**

Subject: Updates on the Redistricting Exemption Process

Good afternoon Principals,

Thank you for your time and insights yesterday regarding the redistricting exemption process. The attached message will be sent to all families today notifying them they may view their child(ren)’s school for next year and, if eligible, begin the exemption process.

Each school should send a front office or student services representative to a training tomorrow morning at ARL on accessing the lists of students who may be exempt, and understanding how to reach out to those families, as needed. Contact Caroline Walker for more information on this. On December 5 and 9, families of students who qualify for an exemption but have not yet made their choice in Synergy will be sent a reminder via email and text, and directing them to their child’s current school for support. Beginning Monday, December 9, schools will begin making phone calls to eligible families who have not made their exemption selection.

It is important to note that not all parents/guardians have completed Family File and may need additional support before they can make their exemption selection. Schools should cross check students eligible for an exemption with their Family File. If their parents/guardians have not completed Family File for this school year, schools should contact that family as soon as possible.

There was discussion during and after yesterday’s meeting around additional language supports and/or translated messaging. In speaking with a number of principals, it was collaboratively decided that schools should proactively reach out to families needing language supports, rather than sending systemwide translated messages. Liaisons can begin this process. If you need additional liaison support, please contact Caroline Walker via email or at x7136. Additionally, if you need support for sending additional messages, please contact Brian Bassett at 410-313-1505.

It is important that your families complete the exemption process as soon as possible. Once the exemption process is completed, principals will be able to access a clean contact list of sending students in Synergy.

Thank you again for your collaboration and please don’t hesitate to reach out if you have questions or require additional support. You can find details about the December exemption process and more on attendance area adjustments on [our Canvas page](https://hcpss.instructure.com/courses/9509/pages/attendance-area-adjustments).

Take care,

Emily

**Email to All Families - 12/4**

Subject: ‘20-21 School Placements, Redistricting Exemptions

On November 21, 2019, the Board of Education [finalized a decision](https://news.hcpss.org/news-posts/2019/11/board-takes-action-on-school-boundary-adjustments-for-2020-2021-school-year/) to move more than 5,000 students to new schools for the 2020-2021 school year. Additionally, the Board voted to exempt several student groups from the redistricting decision, allowing them the option of attending the new school or remaining at their current school.

The exemptions apply to the following groups of students:

* Current 4th grade students
* Current 7th grade students
* Current 10th grade students
* Current 11th grade students
* 30/60 credit JumpStart students
* Students with an IEP, as of 11/21/2019
* Students with a 504, as of 11/21/2019
* Students with at least one custodial parent on active military duty

The Board also identified several of these student groups as eligible for bus transportation if choosing to remain at their current school. Parents of students who are eligible for an exemption **must make their decision by December 13** byfollowing the instructions below.

View your child(ren)’s school assignment for next year and, if applicable, begin the exemption process, via HCPSS Connect. Be sure to **do this for each child** as options may be different based on the exemption status.

* Log in to [HCPSS Connect](https://www.hcpss.org/connect/)
* Select the Redistricting 2020 tab in the left menu
* Select Redistricting 2020

If your child is eligible for an exemption, you will see the option to choose the school they will attend next school year and a transportation option if applicable. Remaining at their current school is optional, so it is important that you decide which school you would like your child to attend for the 2020-2021 school year. **Eligible students of parents/guardians who do not complete the exemption process will be moved to the redistricted school next year.** This decision must be made by December 13, 2019.

If you believe your child qualifies for an exemption and do not see that option in HCPSS Connect, please contact your child’s current school immediately.

Please contact your child’s school with any additional questions or visit the [HCPSS website](https://www.hcpss.org/school-planning/boundary-review/) for more information.

**~~Text to All Families - 12/4~~**

~~The Board of Ed approved redistricting next school year. View your child’s school and, if eligible, begin the exemption process at~~ [~~https://www.hcpss.org/connect/~~](https://www.hcpss.org/connect/)

**Email to Exempted Families - 12/5**

Subject: Opt In To HCPSS Redistricting Exemptions By 12/13

Yesterday, Dec. 4, we sent information on [2020-2021 school placements and redistricting exemptions](https://news.hcpss.org/news-posts/2019/12/visit-hcpss-connect-for-your-childs-2020-2021-school-placement-and-possible-redistricting-exemption/). Based on the Board of Education’s redistricting decisions, your child has been identified as being eligible for an exemption to remain at their current school for the 2020-2021 school year. Remaining at their current school is optional, so it is important that you [log in to HCPSS Connect](https://www.hcpss.org/connect/) to identify which school you would like your child to attend next year. If your child is eligible for HCPSS-provided bus transportation, you will need to opt in to this as well.

**This decision must be made by December 13, 2019.** If you have already completed the exemption process, please disregard this message.

Please contact your child’s school with any questions or visit the [HCPSS website](https://www.hcpss.org/school-planning/boundary-review/) for more information.

**Text Message to Exempted Families - 12/5**

HCPSS: Reminder to view your child’s school for next school year and complete the exemption process for eligible students by 12/13. <https://hcpssne.ws/exempt>

**Email to Exempted Families - 12/9**

Subject: Reminder! Redistricting Exemptions Due Dec. 13

A reminder that following the Howard County Board of Education’s redistricting decisions, [your child is eligible for an exemption](https://news.hcpss.org/news-posts/2019/12/visit-hcpss-connect-for-your-childs-2020-2021-school-placement-and-possible-redistricting-exemption/) and can remain at their current school for the 2020-2021 school year. Remaining at their current school is optional, so it is important that you [log in to HCPSS Connect](https://www.hcpss.org/connect/) to identify which school you would like your child to attend next year. If your child is eligible for HCPSS-provided bus transportation, you will need to opt in to this as well. **Your decision must be made by this Friday, December 13, 2019.** If you do not make a decision by that date, your child will be moved to the redistricted school next year.

If you have already completed the exemption process, please disregard this message.

Please contact your child’s school with any questions or visit the [HCPSS website](https://www.hcpss.org/school-planning/boundary-review/) for more information.

**Text Message to Exempted Families - 12/9**

HCPSS: Reminder! Parents/guardians must complete the redistricting exemption process for eligible students by this Friday, Dec. 13. <https://hcpssne.ws/exempt>

**Email to Exempted Families - 12/12**

Subject: Reminder! Redistricting Exemptions Due Tomorrow

A reminder that following the Howard County Board of Education’s redistricting decisions, [your child is eligible for an exemption](https://news.hcpss.org/news-posts/2019/12/visit-hcpss-connect-for-your-childs-2020-2021-school-placement-and-possible-redistricting-exemption/) and can remain at their current school for the 2020-2021 school year. Remaining at their current school is optional, so it is important that you [log in to HCPSS Connect](https://www.hcpss.org/connect/) to identify which school you would like your child to attend next year. If your child is eligible for HCPSS-provided bus transportation, you will need to opt in to this as well. **Your decision must be made by tomorrow, Friday, December 13, 2019.** If you do not make a decision by that date, your child will be moved to the redistricted school next year.

If you have already completed the exemption process, please disregard this message.

Please contact your child’s school with any questions or visit the [HCPSS website](https://www.hcpss.org/school-planning/boundary-review/) for more information.

**Text Message to Exempted Families - 12/12**

HCPSS: Reminder! Parents/guardians must complete the redistricting exemption process for eligible students by tomorrow. <https://hcpssne.ws/exempt>

**Email to Exempted Families – 12/16**

Subject: Review Your HCPSS Redistricting Decision

Earlier this month, you were notified that your child was identified as being eligible for an exemption to remain at their current school for the 2020-2021 school year, and you were asked to identify which school you would like your child to attend next year.

If you completed the exemption process, you can see confirmation of your decision by [logging in to HCPSS Connect](https://www.hcpss.org/connect/) and selecting Redistricting 2020 in the left menu. Please review the information to ensure your decision was captured correctly in the system. If there are any errors, please contact your school immediately.

The exemption process is now closed online. Parents/guardians who have not yet completed the exemption process should contact your child’s current school immediately to identify which school you would like your child to attend next year. If you do not complete this process, the default selection will be for your child to be redistricted to the new school next year.

Please contact your child’s school with any questions or visit the [HCPSS website](https://www.hcpss.org/school-planning/boundary-review/) for more information.