

STUDENTS \$09.12 AP.21

**Nonresident Student Transfer/Registration Form**

**Form to be used by NONRESIDENT students requesting admission.**

Student's Name \_\_\_\_\_

*Last First Middle Initial*

Home Address \_\_\_\_\_ Phone # \_\_\_\_\_

Present District and School \_\_\_\_\_ Present Grade \_\_\_\_\_

Requested School \_\_\_\_\_ For School Year \_\_\_\_\_ Grade \_\_\_\_\_

Date of Request: \_\_\_\_\_

Reason for Transfer \_\_\_\_\_

\_\_\_\_\_

**NOTICE**

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.

2. Requests for transfer for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.

**I UNDERSTAND THAT, IF APPROVED, THIS ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY SPECIAL TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.**

\_\_\_\_\_

*Parent/Guardian's Signature Date*

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**TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL**

Application  Approved  Disapproved Date \_\_\_\_\_

Parent/guardian contacted  Yes  No Date \_\_\_\_\_

Present School Contacted  Yes  No Date \_\_\_\_\_

Requested School Contacted  Yes  No Date \_\_\_\_\_

Professional recommendation, if required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Superintendent/designee's Signature Date*



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EXPLANATION: HB 563 (2021) AMENDED KRS 158.120 TO REQUIRE THAT BY JULY 1, 2022, LOCAL BOARDS ADOPT A NONRESIDENT PUPIL POLICY TO GOVERN THE TERMS UNDER WHICH THE DISTRICT SHALL ALLOW ENROLLMENT OF NONRESIDENT PUPILS.

FINANCIAL IMPLICATIONS: NONRESIDENT PUPILS WILL BE COUNTED IN ADA FOR STATE FUNDING

**Nonresident Student Enrollment Admissions**

**NONRESIDENT TRANSFERS**

Those nonresident pupils requesting enrollment in a school in this District for the first time shall follow these procedures:

1. Complete the school's registration forms, which must be signed by the parent/guardian(s).
2. Parent/guardian(s) and pupil then make an appointment with the Principal for a review of the application and the pupil's school records. The pupil shall bring the following documents from the last school attended to this meeting:
  - Report card and other academic information including the entire cumulative folder from the student's former school, if the student has the folder in his/her possession.
  - Statement of student's attendance.
  - Student's physical examination and immunization records.
3. Nonresident pupils will only be enrolledadmitted when they can be assigned to classes where the enrollment is below the allowable maximum.
4. A student expelled from his/her previous school during the last school year will have his/her records and experiences reviewed before permission is granted for enrollment.
5. When the number of nonresident students must be limited due to enrollment capacity, the following priorities will be observed:
  - Those nonresident students attending school in this District last year will have priority over new applicants.
  - Siblings of nonresident students already attending school in the District shall have priority over new applicants who do not have siblings currently enrolled.
  - Students of District employees will have priority over new applicants.
  - When priorities are equal, the date of application will be the determining factor for enrollmentadmittance.
6. Nonresident pupils may be enrolled inadmitted-to the District's schools in accordance with Board policies 09.1222, and 09.124.
7. The decision of the Principal in granting enrollmentadmission of nonresident pupils may be appealed to the Superintendent. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board shall be final.

**RELATED POLICIES:**

09.12 (all procedures)

09.1222; 09.124 (all procedures)