

Nonresident Students

The District shall allow nonresident students to enroll in the District pursuant to existing Admissions and Attendance Policy 09.12, Tuition Policy 09.124, and related procedures.

Upon allowing nonresident pupil enrollment, the policy shall allow nonresident children to be eligible to enroll in any public school located within the District. The policy shall not discriminate between nonresident pupils, but may recognize enrollment capacity, as determined by the District. The nonresident pupil policy and any subsequent changes adopted by the Board shall be filed with the Kentucky Department of Education no later than thirty (30) days following their adoption.¹

REFERENCES:

¹KRS 158.120
KRS 157.350

RELATED POLICIES:

09.12; 09.124; 09.313; 09.42811

Adopted/Amended: 6/30/2022

Order #: 9142

Nonresident Student Enrollment**NONRESIDENT TRANSFERS**

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

1. Complete the District's registration form and a records release form to be sent to the prior district, which must be signed by the parent/guardian(s)
2. Parent/guardian(s) and pupil then make an appointment with the Director of Pupil Personnel for a review of the application and the pupil's school records. The following documents from the last school attended will be discussed in this meeting:
 - ☐ Report card and other academic information folder from the student's former school.
 - ☐ Statement of student's attendance.
 - ☐ Student's behavior record.
3. Nonresident pupils will only be enrolled when:
 - a) A tuition agreement can be entered into; and
 - b) 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 need not apply for admission
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.
 - ☐ When priorities are equal, the date of application will be the determining factor for enrollment.
6. Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, and 09.124.
7. Completed applications will be forwarded to the Principal if a slot is available. The decision of the Principal in granting enrollment 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)

Review/Revised:6/20/2022

Non-Resident Agreement and Contract

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. TRANSPORTATION IS NOT PROVIDED TO NONRESIDENT STUDENTS WITH THE EXCEPTION OF THE KY 196 AREA OF PULASKI AND WAYNE COUNTIES, THE BROWN RIDGE AREA OF PULASKI COUNTY, AND A. JONES/DRY HOLLOW ROAD THAT ENDS IN ADAIR COUNTY.

Parent/Guardian's Signature

Date

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 _____

Non-Resident Agreement and Contract

_____ may enroll in and attend a Russell County school if
Student's Name s/he agrees to the following:

1. Not to create discipline problems as outlined in the Student Discipline Handbook;
2. K-12 students must maintain 96% attendance. This may be checked at any given time;
3. Pass $\frac{3}{4}$ of the courses attempted per grading period;
4. Cooperate with school officials and participate fully in all county and state mandated testing programs.

Any violation of this agreement shall cause the non-resident student to be ineligible to enroll in Russell County Schools for the next school year.

Student's Signature

Date

Parent/guardian's Signature

Date

Principal's Signature

Date

The District does not discriminate on the basis of race, color, natural origin, sex, religion, age, or disability of the individual or the provision of services. Any and/or all questions or inquiries related to discrimination policies, procedures, or services should be directed to the Office of the Superintendent.

Non-Resident Agreement and Contract**Consent For Release of Information Regarding Application
for Enrollment for Out-of-District Students****NOTE TO SCHOOL:** This request does not serve as an official request of records for withdrawal/enrollment forms.

Full Name: _____ Date: _____

School: _____ DOB: _____ SS#: _____

To Whom It May Concern:

As parent/guardian/educational representative of the above listed student, I authorize and approve the release of all information as indicated below:

This information shall specifically include:

- ☐ cumulative records including attendance records, grades, immunization, discipline, and general information.
- ☐ current Individual Education Plan
- ☐ multidisciplinary evaluation data used to determine eligibility and the eligibility report
- ☐ related service(s) evaluation and progress reports
- ☐ disciplinary report or summary
- ☐ conference summaries (e.g. team reports, notice of action) documenting current status of the child
- ☐ permission for specially designed instruction and related services
- ☐ medical records and diagnosis (e.g. verbal or written information)
- ☐ Other: _____

FROM:	TO:
_____	_____
_____	_____
_____	_____
_____	_____

☐ **2-Way Release** I authorize the **SHARING** of information/documentation **between these agencies**.

☐ **1-Way Release** I authorize **ONLY** the release of information/documentation **from** the agency listed.

My signature below constitutes notice to me that this information will be disclosed only to personnel who have a legitimate educational interest in my child. I understand that I may inspect this information and/or records if I make application to do so.

Signature: _____
Parent/Guardian/Educational RepresentativeAddress: _____

_____*The Russell County Board of Education does not discriminate on the basis of race, color, national origin, religion, marital status, age, sex, or handicap as set forth in Title IX, Title VI, and Section 504.*

Review/Revised:6/20/2022