

## Nonresident Student Enrollment

### NONRESIDENT TRANSFERS

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

- I. Complete the school's registration forms which must be signed by the parent/guardian(s)
- II. 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
  - Birth certificate or other proof of age
  - Report of student's conduct including, but not limited to, physical violence and disciplinary action taken
  - Statement of student's attendance
  - Student's physical examination and immunization records
- III. Non-resident pupils will only be enrolled when they can be assigned to classes where the enrollment is below the allowable maximum.
- IV. A student expelled from his/her previous school during the last school year need not apply for admission.
- V. 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 non-resident 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 enrollment.
- VI. Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, and 09.124.
- VII. The decision of the Principal in granting enrollment of non-resident 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:5/23/2022