

## Nonresident Student Enrollment

### NONRESIDENT TRANSFERS

Those nonresident pupils requesting enrollment in a school in this District each school year shall follow these procedures:

1. Complete the school's registration forms, which must be signed by the parent/guardian(s) or adult student.
2. Parent/guardian(s) and pupil, or adult student 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:
  - Current transcript showing grade level and, if applicable, number of high school credits.
  - Evidence the student has had a physical examination and immunization records as required by law.
3. Nonresident pupils will only be enrolled 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 who attended school in this District during the last school year, and were not expelled by the District, will have priority over new applicants.
  - Siblings of nonresident students who attend school in the District during the last school year, and were not expelled by this District, shall have priority over new applicants who do not have such siblings.
  - Students of current District employees or employees for the upcoming school year, will have priority over new applicants.
  - When priorities are equal, the date of application will be the determining factor for enrollment. The application process for nonresident students will be available on June 15 before each upcoming school year.
6. Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, and 09.124.
7. The decision of the Director of pupil Personnel 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 Superintendent shall be final.

### RELATED POLICIES:

- 09.12 (all procedures)
- 09.1222; 09.124 (all procedures)

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