NONRESIDENT STUDENTS

Any student who resides outside the county may apply to attend a school in the division. All applications for nonresident attendance will be considered on an equal basis. The division will accept qualified nonresident students in each school year, unless accepting more nonresident students would constitute a financial hardship for the division.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate application. The superintendent, or designee, will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The superintendent, or designee, will accept or reject an application for nonresident admission based upon the following standards:

A. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
B. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
C. Whether the student's attendance in the division is likely to create a risk to the health or safety of other students or staff;
D. Whether the district has already accepted as many nonresident students for the school year as permitted by this policy;
E. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes); and
F. Whether the student has been expelled or suspended from a public school for more than five days during the previous twelve months.

The superintendent, or designee, in a timely manner will provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent, or designee, will notify the resident district and make necessary arrangements for the transfer of student records.

ADMISSION OF NON-RESIDENT STUDENTS

These procedures set forth the process and criteria for the acceptance of non-resident students into Tazewell County Public Schools.

I. APPLICATION

Non-resident students applying for enrollment in the division shall submit a written application to the Superintendent's Designee by May 1.
The application shall be submitted on a form supplied by the division and shall be signed by the custodial parent or guardian of any student. The application shall include, at minimum, the following information: name of student; residence of student; grounds for requesting enrollment; desired building and grade level; desired courses if a secondary student; and any history of placement in special education programs; any past, current, or pending disciplinary action; any history of violent or gang-related behavior; any unpaid fines or fees imposed by other schools; and any health conditions affecting the student's educational needs.

II. SPECIAL CONSIDERATION

Except for children of full-time certificated or classified employees, no student applicant shall be given special consideration. All applications received by the deadlines will be considered equally.

III. CRITERIA FOR ACCEPTANCE

A. The Division shall determine, in the reasonable exercise of its discretion, that each of the following conditions are satisfied:

1. Space is available to accommodate the student applicant. For the purpose of these procedures "space" means (1) the capacity of the physical plant of the school, grade level, class and/or program to accommodate the student applicant and, (2) the capacity of a school to meet the academic needs of the student applicant by reason of anticipated demand for course offerings. Availability of space shall be determined by the appropriate building principal.

2. The school which the student applicant wishes to attend offers a program which is suitable to meet the educational and other needs of the student.

3. The student applicant is not likely to disrupt the educational process or create a risk to the health or safety of students or staff.

4. The student does not have a disciplinary record indicating a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes).

5. The student does not have discipline issues, chronic attendance problems, or lack academic progress.

6. The student has not been expelled or suspended from a public school for more than five (5) days during the previous twelve months.

7. The school can adequately meet the needs of the student and/or family based on principal determination.

B. Lack of academic effort, poor attendance, tardiness, or discipline problems shall provide just cause for the division to return a student to his/her home district at any time.

IV. DURATION

Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee. Acceptance of other non-resident students will be only for the designated school year.
V. TRANSPORTATION

The division assumes no obligation for the transportation of non-resident students admitted to the division.

VI. ANNUAL TRANSFER FEE

The annual transfer fee will be $250.00 per semester per student. Non-resident students will not be admitted until the fee is paid. Employees of the school system do not need to pay the annual transfer fee.

VII. EXTRACURRICULAR ACTIVITIES

The eligibility of non-resident students to participate in extracurricular activities shall be subject to the rules and regulations of the school division.

VIII. PROCESSING OF APPLICATIONS

All applications for admission of non-resident students shall be submitted to the Superintendent’s designee.

The Superintendent’s Designee shall provide written notice of acceptance or denial. Transfer decisions will be made during the month of July through the first two weeks of August.
Tazewell County Public Schools
Non-Resident Application Check List

Please take this form with you to your school division office so they can help you provide
the necessary documentation.

In order to consider a student for enrollment who lives outside the county, all of the
following documentation must be presented to the superintendent's designee:

☐ Application

☐ Attendance: Verification that your student does not have any attendance or truancy
issues. Please provide an attendance report from the school with the number of
unexcused absences and tardies for the previous school year.

☐ Discipline: Discipline records including past, current or pending disciplinary
actions and any history of violent behavior.

☐ School transcript or report card

☐ Special Education: Current IEP (Individual Education Plan) & Evaluation

☐ Current 504 Plan

☐ English Language Learner – ELL Yes ☐ No ☐

☐ Gifted Yes ☐ No ☐

NOTE:
We may request further documentation. Assignments are made on a space available
basis and we do not waitlist non-resident students.
APPLICATION FOR ADMISSION OF A NON-RESIDENT STUDENT

FOR THE SCHOOL YEAR: ____________________ DATE OF REQUEST: ____________________

STUDENT NAME: ___________________________ BIRTH DATE: ____________________

PARENT/GUARDIAN NAME: ______________________________________________________

EMAIL: ____________________________________________

STREET ADDRESS/P.O. BOX: _________________________________________________

CITY: _____________________________ ZIP: ____________________

PHONE #1: ___________________________ PHONE #2: ___________________________

SCHOOL CURRENTLY ATTENDING: ___________________________________________

GRADE LEVEL FOR YEAR OF TRANSFER: ________ SCHOOL REQUESTING: ____________

REASON FOR REQUEST TO TRANSFER: (attach documentation as needed)

SPECIAL EDUCATION/RELATED SERVICES:

Current IEP (Individual Education Plan): ______ Yes ______ No

Current 504 Plan: ______ Yes ______ No

English Language Learner (ELL) ______ Yes ______ No

Gifted ______ Yes ______ No

Out of county students who are requesting admission shall provide the following: Student attendance history, school transcript or report card and discipline records

The undersigned agrees to the following:

• I UNDERSTAND THIS APPLICATION IS VALID FOR ONE SCHOOL YEAR AND NEEDS TO BE COMPLETED ANNUALLY.

• PARENT(S)/GUARDIAN(S)/STUDENT ARE RESPONSIBLE FOR TRANSPORTATION BETWEEN THE STUDENT’S HOME AND THE REQUESTED SCHOOL.

• LACK OF ACADEMIC EFFORT, POOR ATTENDANCE, TARDINESS, OR DISCIPLINE PROBLEMS SHALL PROVIDE JUST CAUSE FOR THE DIVISION TO RETURN A STUDENT TO HIS/HER RESIDENT DISTRICT.

Signature below indicates that the parent(s)/guardian(s) have read policy and agree to assume the responsibilities associated with a non-resident student transfer as listed above.

Signature of Parent: __________________________________________________________

Signature of Student: __________________________________________________________

Approved by the School Board: July 13, 2015