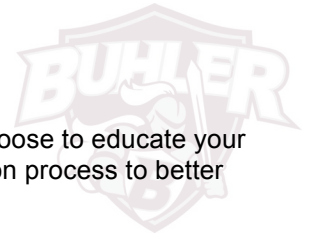


NON-RESIDENT STUDENT ENROLLMENT PROCEDURE



Buhler USD 313 welcomes non-resident students to our district. We are pleased that you would choose to educate your children in USD 313. The USD 313 Board of Education has established this non-resident application process to better manage and balance enrollment at all of the district schools.

Please read the following carefully and complete the attached form.

A non-resident student may apply to the Board of Education office for approval to attend a school in the Buhler School District based on any of the following circumstances:

1. The parents / guardians of the student want the child educated in one of the Buhler USD 313 schools.
2. The parents / guardians of the student are in the process of building, buying or renting a residence inside the school district boundary and can demonstrate possession / residency of such property within six months of application.
3. The parents / guardians of the student are willing to provide transportation to and from school and all school activities. (In some circumstances Buhler USD 313 may be able to provide transportation)
4. The student is the child of a USD 313 employee.

Process

To be considered for admission to the Buhler School District on a non-resident basis, the parent or legal guardian must complete and submit to the Board of Education office (these can be submitted at enrollment or one of the Buhler Schools) a "Request for Admission of Non-Resident Student Form", complete with the necessary documentation.

After the Board of Education office receives the "Request for Admission of Non-Resident Student Form" and supporting material from the parent or legal guardian, the clerk will forward the application to the Principal of the proposed attendance center for the non-resident student. After the Principal has made his/her recommendation, the form will be forwarded to the Superintendent (or designee) for his/her consideration.

If approved by the Superintendent (or designee), the non-resident student shall be admitted to one of the Buhler Schools. While parents may submit their choice of school, the final decision about where a child will attend will be made by district administration.

This is a voluntary arrangement between the parent / guardian and the school district. It will be reviewed as needed and may be revoked if a student does not maintain "Good Standing."

A student in good standing would meet all of the following criteria:

1. Daily Attendance – student attends school on a regular basis and the school is notified in the event of an absence.
2. Academic Progress – the student's academic progress is appropriate and indicates they are learning.
3. Discipline / Behavior – the student makes choices that align with the behavioral expectations of the school and the Buhler School District.

Renewal of the "Request for Admission of Non-Resident Student" is granted annually without re-submission of the form. The school administration will contact parents directly if a change in placement needs to be made. A change *could* occur at any time during the school year based on enrollment, lack of willingness to cooperate with the school, or based on the student not maintaining "Good Standing."

Provision of this policy shall be applied uniformly to all students regardless of race, color, national origin, sex, religion, disability or age.

REQUEST FOR ADMISSION OF NON-RESIDENT STUDENT

(Please complete one form for each child)



Attendance Center:

(Elementary Only: *please check the school you would like to attend, including a 1st and 2nd choice*)

_____ Buhler Grade School _____ Plum Creek Elementary _____ Union Valley Elementary

_____ Prairie Hills Middle School _____ Buhler High School

_____ We understand our family is responsible for transportation.

Name of Student: _____ Gender: M F

Grade: _____ Birthdate: _____ Enrollment Start Date: _____

Name of Parent or Guardian: _____

Current Address: _____

Cell/Home Phone: _____ Work Phone: _____

School District Name and Number of Residence: _____

Names of Schools Previously Attended:

<u>District Number</u>	<u>School</u>	<u>Phone Number</u>	<u>Grades Attended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The criteria to be utilized in considering requests of non-resident students for admittance to all Buhler Schools is as follows:

1. An evaluation of the validity of the reasons for requesting admittance.
2. A background of good attendance in previous schools.
3. A background of good citizenship in previous schools.
4. Certification, on the part of parents, of willingness and intent to pay all fees and other bills owed to Buhler USD #313.
5. Indication, on the part of parents, of willingness to work constructively and continuously with school officials in a joint home/school effort to assist the student.

Continued on the back >>>>>>>

Information required to consider application for admittance is as follows:

1. Were you a member in good standing in the last school attended? Yes _____ No _____
If no, why?

2. Did you have disciplinary difficulties in your previous school? Yes _____ No _____
If yes, please explain the nature of the difficulty.

3. Did you have a good attendance record in your previous school? Yes _____ No _____
If no, please indicate the reasons for poor attendance.

4. Please list courses enrolled in last semester and your grades: (PHMS & BHS Only)

<u>Course</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Please list your reasons for desiring to attend a Buhler USD #313 school.

Administration reserves the right to revoke a non-resident student's privilege to attend school in Buhler USD 313 based on unsatisfactory attendance, behavior or academic performance.

FOR OFFICE USE ONLY

Building Principal Recommendation: Yes No

Superintendent Recommendation: Yes No

Date: _____

