# STUDENTS 09.11

School Attendance Areas

Assigned Zones

All pupils shall be assigned by geographic attendance areas and will attend the school designated to serve their area of residence. Specific attendance areas will be marked on a map in the central administration office. The Area Vocational School shall be considered a part of the high school attendance area. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.1

No student may be assigned to or required to attend a charter school by the District.

Exception for Employees’ Children

Children of District employees may enroll in any District school that is age-appropriate, as long as the parent provides transportation to and from that school if no bus route is available. In addition, in cases involving non-resident students, ADA must be transferred from the district of residence.

Proof of Residency

The District will request information regarding residency to determine the location of the student’s domicile but not as it relates to citizenship or immigration status.

The place of residence for the child is deemed to be that place, with address specific, where the parent(s) or guardian eats and sleeps on a continuous basis. A student and his/her parents cannot occupy a residence at more than one (1) address. If Homestead Exemption within Todd County is claimed, that address is considered the family’s primary residence. Proof of such residency and exemption is required.

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| Notice  Students whose parents are found, after an appropriate, reasonable investigation, to have submitted inaccurate information in an effort to enroll a student in a school to which the student is not assigned and it is determined the place of residence, including that which is claimed as Homestead, is not the real residence, shall be immediately withdrawn and referred for enrollment in the appropriate attendance zoned school. |

Proof of Residency

Parents or guardians may prove residency by providing:

* + - 1. One (1) of the following:

1. Homestead Exemption Card – reflecting Homestead Exemption within Todd County (considered family’s primary residence);
2. Property Tax Notice (may require additional verification);
3. Home Purchase Contract in Todd County specified closing date, with a copy of the deed to be provided within sixty (60) days of closing date;
4. Copy of a Manifestation of Domicile filed by the parent (obtained at the Todd County Courthouse/the Clerk of Courts Office); or
5. A current rental or lease agreement

AND

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School Attendance Areas

Proof of Residency (continued)

* + - 1. Two (2) of the following:

1. A current statement documenting government assistance.
2. A current Kentucky driver license
3. Automobile insurance (last two (2) statements)
4. A current electric billing statement with the portion showing name and service address
5. A current water bill, cable bill, or landline phone bill (last two (2) statements)

Parents who live with someone else must provide:

1. A notarized letter from the person they are living with stating that the parent and child live there and notarized confirmation from parent(s) that they, in fact, live with such person;
2. Two (2) proofs of address from person who wrote the letter to establish that they live in the school zone;
3. Two (2) proofs of address from the parent to verify that they live at the address.

Parents whose child lives with someone else must provide:

1. A notarized Power of Attorney that includes the following information must be submitted to the Department of Pupil Personnel by the school or parent for review prior to enrollment:
2. Relationship of guardian to child;
3. States that guardian will be responsible for the child’s educational needs;
4. Length of temporary guardianship.
5. Department of Pupil Personnel will notify the school regarding status of enrollment;
6. If the Department of Pupil Personnel approves enrollment of the child by the guardian:
7. Guardian must sign District Code of Acceptable Behavior Form
8. Parent or guardian must provide evidence of pursuit of legal custody through the courts to the school within ~~ninety (90) days~~ one year;
9. Department of Pupil Personnel will follow-up with District letter to parent/guardian and school as needed.

Class Enrollment

Adjustments to conform to the provisions of [KRS 157.360](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/157-00/360.pdf&requesttype=krs) and [702 KAR 003:190](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/003/190.htm&requesttype=kar) shall be completed under the requirements of the governing laws and regulations.

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School Attendance Areas

Requests for Transfer

Requests for transfer to another District school must be presented to the Board in writing and will be approved only if the request is based on physical, psychological, or educational reasons.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another school within the District if:

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.2

References:

1[KRS 159.070](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/159-00/070.pdf&requesttype=krs)

2P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

[KRS 160.1592](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/1592.pdf&requesttype=krs)

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

[OAG 80-394](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG80394.htm&requesttype=oag)

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