

EXPLANATION: HB 563 (2021) AMENDED KRS 158.120 TO REQUIRE THAT BY JULY 1, 2022, LOCAL BOARDS ADOPT A NONRESIDENT PUPIL POLICY TO GOVERN THE TERMS UNDER WHICH THE DISTRICT SHALL ALLOW ENROLLMENT OF NONRESIDENT PUPILS.

FINANCIAL IMPLICATIONS: NONRESIDENT PUPILS WILL BE COUNTED IN ADA FOR STATE FUNDING  
EXPLANATION: G.C. V. OWENSBORO PUBLIC SCHOOLS, 711 F.3D 623 (6TH CIR., 2013) CLARIFIES THAT ONCE A NONRESIDENT STUDENT IS ENROLLED FOR THE ACADEMIC YEAR, THE STUDENT MAY NOT BE DISMISSED DURING THAT ACADEMIC YEAR WITHOUT APPLICABLE DUE PROCESS.

FINANCIAL IMPLICATIONS: COST OF DUE PROCESS HEARINGS

## STUDENTS

09.12 AP.22

### Nonresident Student Enrollment Admissions

#### NONRESIDENT TRANSFERS

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

1. Complete the school's registration forms, which must be signed by the parent/guardian(s).
2. 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 **parent/pupil shall bring to this meeting report cards and other academic information including the entire cumulative folder from the student's former school, if the student has the folder in his/her possession.**
3. Nonresident pupils will only be ~~enrolled~~**admitted** 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 **will have his/her records and experiences reviewed before permission is granted for enrollment.**
5. When the number of nonresident students must be limited due to enrollment capacity, **those nonresident students attending school in the District last year will have priority over new applicants.**
6. Nonresident pupils may be ~~enrolled~~ **inadmitted to** the District's schools in accordance with Board policies 09.1222, and 09.124.
7. The decision of the Principal in granting ~~enrollment~~**admission** 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 Board shall be final.

#### RELATED POLICIES:

09.12 (all procedures)

09.1222; 09.124 (all procedures)

**Nonresident Student Enrollment Admissions****APPLICATION FOR ENROLLMENT ADMISSION AS A NON-RESIDENT STUDENT**

Student's Name	Grade	Date of Birth	Date of Application
Street Address of Student	City	State	Zip Code
Legal Guardian/Parent's Name	Guardian/Parent's Telephone	Telephone of Student	
Address of Legal Guardian/Parent	City	State	Zip Code
Last School(s) Attended: (1) _____		(2) _____	
School for which application is made: _____			
Does your child have an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No Does your child have a 504 plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your child participate in a specialized educational program? <input type="checkbox"/> Yes/ please explain <input type="checkbox"/> No			

(For placement purposes only - not a determining factor in granting acceptance.)

**Please present the following information along with this application:**

- Copy of your child's prior grades
- Any prior achievement test scores
- A letter of interest stating your reasons for requesting enrollment in CIPS
- Any other supporting material relevant to enrollment

The above information is correct and accurate. **I understand that false information shall be grounds for terminating or revoking permission to attend CIPS. No tuition will be charged for in-state students who are currently residing in a District ~~where a Reciprocal Non-Resident agreement is in effect~~.** Out of state students are subject to tuition equal to the ADA base plus applicable add-ons.

**This application will be valid only under the following conditions:**

1. The school for which application is made must not be overcrowded.
2. The student must maintain regular and timely attendance.
3. The student will adhere to the rules and regulations of the Covington Board of Education and CIPS Student Code of Conduct.
4. Transportation will be provided by student, legal guardian or parent.

Admission as a non-resident student may be revoked at any time when failure to adhere to above conditions.

I have read the above conditions for the enrollment admission as a non-resident student and agree to these terms.

Signature of Legal Guardian/Parent \_\_\_\_\_ Please check if either legal guardian/parent is CIPS employee ☐

Principal's Signature & Date \_\_\_\_\_

DPP Review/ Authorization & Date \_\_\_\_\_

Superintendent's Signature & Date \_\_\_\_\_

☐ Approved

☐ Disapproved