

**Nonresident Students Enrollment****NONRESIDENTS**

The District shall allow nonresident students to enroll in the District pursuant to exiting Admissions and Attendance Policy 09.12, Tuition Policy, and related procedures.

Upon allowing nonresident pupil enrollment, the policy shall allow nonresident children to be eligible to enroll in any public school located within the District. The policy shall not discriminate between nonresident pupils, but may recognize enrollment capacity, as determined by the District. The nonresident pupil policy and any subsequent changes adopted by the Board shall be filed with the Kentucky Department of Education no later than thirty (30) days following their adoption.

1. The District will determine capacity annually for enrollment of nonresident pupils at each school within the district by using current staffing in each grade level and academic programming. Maximum state recommended capsizes based on current staffing in each grade and/or academic program will be utilized to determine available nonresident enrollment capacity in each grade level. Nonresident students will not be enrolled in a grade level that is at 90% of state recommended capsizes based on current staffing for that grade level and/or there is undue impact on the programmatic needs of the School/District.
2. Applications for new nonresident students will be accepted starting February 1<sup>st</sup> of the prior school year and will end on the first day of the school year of the application school year.
3. Those nonresident pupils requesting enrollment in a school in the District for the first time shall follow these procedures for consideration:
  - Complete the District's Nonresident Application form, which must be signed by the parent/guardians(s).
  - The principal will review the application and the pupil's school records. The pupil shall provide the following documents from the last school attended:
    - Report card 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.
    - Statement of students' attendance.
    - Student discipline record
    - Student's physical examination and immunization
    - Nonresident pupils will only be enrolled when they can be assigned to classes where the enrollment is below the allowable maximum and upon approval of the Superintendent. **\*(09.12 Nonresident section)**
  - A student expelled from his/her previous school during the last school year
    - Will not be enrolled
4. When the number of nonresident students must be limited due to enrollment capacity, the following priorities will be observed:
  - Those nonresident students attending school in this District shall have priority over new applicants who do not have siblings currently enrolled.
  - Students of District employees will have priority over new applicants.

- When priorities are equal, the date of application will be the determining factor for enrollment.
5. Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.12, 09.1222 and 09.124. Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without applicable due process.
  6. Transportation service will not be provided to nonresident pupils enrolled in the district.
  7. The District will notify districts of residence of each student enrolled pursuant to this subsection prior to the school year of attendance at the nonresident district no later than thirty days after the closing for applications, which is the first day of the school year.

#### REFERENCES:

KRS 158.120

KRS 157.350

#### RELATED POLICIES

09.12; 09.124, 09.313; 09.42811