

Nonresident K -12 Student Transfer/Registration Form**FEBRUARY OF EACH SCHOOL YEAR**

Online Registration Application (OLR) application will be opened for New family enrollment. Information will be shared on social media to encourage new families to apply as soon as possible.

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The Director of Pupil Personnel (DPP) will submit enrollment projections for the upcoming school year to the Finance Director.

The Finance Director will present staffing allocations to the Board for approval.

MARCH-APRIL

The Finance Director will share staffing allocations with Site-Based Decision-Making Councils.

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The DPP will inform the school principals of the capacity enrollment of nonresident students will be per grade level. Capacity per grade level will be set between 85-95% per grade level.

ONGOING THROUGHOUT THE SCHOOL YEAR AS STUDENTS APPLY

Principals or their designee will meet with the non-resident applicant to review the following to determine the services needed:

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- o 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.
- o Statement of student attendance.
- o Student's discipline report.
- o Student's physical examination and immunization records.
- o Kindergarten students will be screened prior to enrollment.

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The Principals or their designee will send the DPP a list of the names of the non-resident students that have submitted all records for review and verify that there is capacity in that grade level and programs.

Formatted: ksba normal**BETWEEN MAY 15- JUNE 1**

The DPP will review all names submitted by the Principal or their designee and when the number of nonresident students must be limited due to enrollment capacity, the following priorities will be observed in determining who will be placed on the non-resident contract list:

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Those nonresident students attending school in this District last year will have priority over new applicants.

Siblings of nonresident students already attending school in the 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 timestamp/date on the Online Registration application (OLR) will be the determining factor for admittance.

The student's OLR application can be processed and the student enrolled once the Nonresident Contract has been completed and approved.

STUDENTS

09.12 AP.21

Nonresident K -12 Student Transfer/Registration Form

Request for: _____ School Year _____ Student's Date of Birth: _____

Parent Name _____

Student's Name _____

_____ Last _____ First _____ Middle _____

Home Address: _____

Phone _____ Current Grade _____ Upcoming Grade _____

Email: _____

Present District & School _____

Reason for Request to Transfer _____

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
2. Requests for transfers are considered incomplete until the following documents have been submitted and reviewed:
 - a. 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.
 - b. Statement of student's attendance.
 - c. Student's discipline reports
 - d. Student's physical examination and immunization records.
3. Nonresident students are accepted in the district for one school year term with automatic renewal each year as long as the student remains in good standing. During the school year, the student is expected to abide by all school rules, the Mercer County Code of Acceptable Behavior, Mercer County Board policies, and is subject to the disciplinary procedures as set forth therein. During each school year, the Board may remove or dismiss a nonresident student for misconduct pursuant to KRS 158.150 following applicable due process procedures. At the end of the school year, a nonresident student may be dismissed due to factors such as:
 - a. Poor attendance (6 or more unexcused absences or tardies)
 - b. Behavior Issues (Referrals, In-School or Out-of-School Suspension)
 - c. Poor academic performance (failure to demonstrate desire to learn and/or failure to follow academic directions)
 - d. Chronic disruption of the school environment by the student
 - e. Transportation for non-resident students is not guaranteed.
4. Nonresident students who have been expelled or suspended from another school district or whose suspension or expulsion is pending shall not be permitted to enroll in the District's schools unless there are extenuating circumstances as determined by the Superintendent.

Parent/Guardian Signature

Date

To Be Completed Mercer County School Staff:

Student Accepted on Non-Resident Contract: YES _____ NO _____

Signature of the Superintendent/Designee _____ Date _____

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Form to be used by NONRESIDENT students requesting admission