

Special Permission Transfer Guidelines

ELIGIBILITY

1. Special Permission/Transfer is a privilege granted by the Board and establishes a guest relationship that requires consistent academic effort, regular school attendance and satisfactory behavior. Academic, behavior or attendance issues may result in revocation of transfer/tuition status.
2. Prior academic, behavior, or attendance issues may result in the denial of the transfer/tuition application.
3. Special Permission/Transfer requests will not be considered in elementary schools exceeding 90% building capacity enrollment based on fourth (4th) month, as certified by the Superintendent's office and Department of Pupil Personnel, unless the parent/guardian is an employee of the District.
4. Special Permission/Transfer requests will not be considered in middle or high schools exceeding 90% building capacity enrollment based on fourth (4th) month, as certified by the Superintendent's office and Department of Pupil Personnel, unless the parent/guardian is an employee of the District.
5. For schools open to special permission/transfer students, applications will not be considered until the class size is determined.

APPLYING FOR SPECIAL PERMISSION/TRANSFER

1. Applications for the upcoming school year will be accepted from **February 1 - April 1**. Each application will be stamped with time and date when received at the Central Office.
2. Applications will be considered in the order received.
3. Students currently residing in the District transfer applications will be considered and approved prior to out of District applications.
4. Approval is on a student-by-student basis with no consideration of other family members.
5. Special Permission/transfer students need not to reapply annually as long as they are in good standing with regard to discipline, attendance, and academic performance. However, students transitioning to a new building between elementary, middle, and high school will need to reapply for the next school year.
6. Expelled nonresident students will not be accepted by the District.

SPECIAL PERMISSION/TRANSFER CONDITIONS

1. If special permission/transfer request is granted, nonresident parents/guardians are responsible for transportation.
2. KHSAA regulations shall govern student participation in athletics.
3. Nonresident students admitted to the District are subject to the same rules and regulations as resident students.
4. Students with an identified disability as per Kentucky Department of Education regulations and need special programming consideration must be approved by the Director of Special Education. (For placement purposes only - not a determining factor in acceptance.)

Special Permission Transfer Guidelines

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

1. Per Board Policy 09.11, if a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the school year in the school in which s/he was last enrolled (at no cost or service by the Board). However, transportation will not be provided.
2. Parents must immediately report the new address to the school Principal. Failure to report a change of address may result in the student being required to move to their resident school.

STUDENTS

09.11 AP.22
(CONTINUED)

Special Permission Attendance Request
IN DISTRICT- HOPKINS COUNTY SCHOOLS
2__ - 2__

Student's Name: _____

Address: _____ PO Box # _____ City _____ Zip Code _____

Phone Numbers: (H) _____ (Cell) _____ (Work) _____

Parent/Guardian Names: _____

Parent Address (if different): _____

Parent Place of Employment: _____

Grade child will be entering (next school year): _____ School where you live: _____

Current School You Attend: _____ School Requested: _____

~~Do you plan for your student to attend ☐ In Person or use our remote ☐ Virtual Learning Program?~~

Did student play any sport for Hopkins County Schools within the past year? ☐ YES ☐ NO

If so, was it at the Varsity level? ☐ YES ☐ NO _____

Is your child currently in any type of Special Education Class? (*Check one*) ☐ Yes ☐ No

If yes, a copy of your child's IEP must be attached to this request form. (For placement purposes only - not a determining factor in granting acceptance.)

NOTE: A copy of the most recent grade report or transcript and record of attendance and discipline MUST be attached to this form before a request will be considered. This information is available in Infinite Campus or at your child's school. The parent/guardian is responsible for obtaining and attaching this information.

☐ Grade Information Attached ☐ Attendance Records Attached ☐ Discipline Records Attached

Reason for Request: _____

- Special permission students will only be accepted if class size permits.
- Criteria used in the decision-making process by administrators are attendance, academic effort, and behavior, outstanding charges.
- Transportation will not be provided for special permission students.
- Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. Your application will be reviewed by the Director of Pupil Personnel, and decisions will be mailed by: _____ Questions may be directed to Department of Pupil Personnel, 320 South Seminary Street, Madisonville, KY, 42431, 825-6100 ext. 2502.

For Central Office Use Only: Date and Time Received: _____

Unfortunately, your request for special permission cannot be granted at this time due to the following:

☐ Grade level/classroom exceeds allowable state guidelines,

☐ Student's grades ☐ Student's attendance ☐ Student's behavior.

Date Approved: _____ Date Denied: _____

Principal's Signature: _____

Director of Pupil Personnel Signature: _____

STUDENTS

09.11 AP.22
(CONTINUED)

Special Permission Attendance Request
OUT-OF DISTRICT - HOPKINS COUNTY SCHOOLS

2__ - 2__

Student's Name: _____ Age: _____ DOB: _____

Address: _____ Zip _____

School District you live in: _____ Hopkins County School you desire to attend: _____

Grade child will be entering: _____

Parent/Guardian Name(s) Mother _____ Father: _____

Parent Address (if different from student): _____

Home Phone: _____ (Cell) _____

Mother's Employer: _____ Phone _____

Father's Employer: _____ Phone _____

~~Do you plan for your student to attend ☐ In Person or use our remote ☐ Virtual Learning Program?~~

If so, was it at the Varsity level? ☐ YES ☐ NO _____

Is your child currently in any type of Special Education Class? (*Check one*) ☐ Yes ☐ No

If yes, a copy of your child's IEP must be attached to this request form. (For placement purposes only - not a determining factor in granting acceptance.)

NOTE: A copy of the most recent grade report or transcript and record of attendance and discipline MUST be attached to this form before a request will be considered. This information is available in Infinite Campus or at your child's school. The parent/guardian is responsible for obtaining and attaching this information.

☐ Grade Information Attached ☐ Attendance Records Attached ☐ Discipline Records Attached

Reason I (we) desire to enroll in the Hopkins County School District: _____

- Special permission students will only be accepted if class size permits.
 - Criteria used in the decision-making process by administrators are attendance, academic effort, and behavior, outstanding charges.
 - Transportation will not be provided for special permission students.
 - Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.
- Your application will be reviewed by the Director of Pupil Personnel, and decisions will be mailed by: _____ - . Questions may be directed to Department of Pupil Personnel, 320 South Seminary Street, Madisonville, KY, 42431, 825-6100 ext. 2502.

For Central Office Only: Date and Time Received: _____

Unfortunately, your request for special permission cannot be granted at this time due to the following:

- ☐ Grade level/classroom exceeds allowable state guidelines,
☐ Student's grades ☐ Student's attendance ☐ Student's behavior.

Date Approved: _____ Date Denied: _____

Principal's Signature: _____

Director of Pupil Personnel Signature: _____