



## MEMORANDUM

**TO: Christian County Board of Education Board Members**

**FROM: Dr. Melanie Barrett, Director of Pupil Personnel**

**DATE: March 19, 2026**

**RE: School Attendance Zones Policy 09.11 Update**

The Pupil Personnel Office requests the Christian County Board of Education to review and approve the following proposed School Attendance Zones Policy 09.11 Update:

### Proof of Residency

Beginning the 2026-2027 school year the parents/guardians of 9<sup>th</sup>-12<sup>th</sup> grade students will submit a copy of a Kentucky Driver's License or official Kentucky identification to verify Christian County residence.

Parents/Guardians unable to provide identification to verify Christian County residence will be required to provide Proof of Residency documents required for all other grade levels.

If the parent/guardian is unable to provide proof of Christian County residence by providing a Kentucky Driver's License, official Kentucky Identification, or Proof of Residency documents they will be referred to the Pupil Personnel Office to complete a Nonresident Student Transfer/Registration Form 09.12AP.21.

**School Attendance Zones**

**ATTENDANCE AREAS**

**Pursuant to Kentucky statutes, the Board shall designate attendance areas for each school. The school serves a geographic area from which resident children shall be assigned. Upon recommendation of the Superintendent, the Board may revise attendance zones from time to time in order to attain maximum utilization of school facilities.**

**The assignment of a child attending a school for Exceptional Student Education may be on a basis other than a residential area; therefore, is not a subject of this policy. A child who is enrolled in an Exceptional Student Education program shall be assigned pursuant to the adopted plan for Exceptional Student Education.**

**The assignment of a child to a school (not to include an exceptional student program assignment) in a geographic area other than the school normally designated is referred to as a "Hardship" school assignment.**

**Implementation of this policy is subject to the conditions herein set forth. The Superintendent, or designee, shall be responsible for processing applications for student assignment changes and for the implementation of this policy.**

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

**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 Christian County is claimed, that address is considered the family's primary residence. Proof of such residency and exemption is required.**

**The District shall not require the parent or guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, when the parent/guardian is prevented from doing so due to official military duties.**

***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.**

**School Attendance Zones****PROOF OF RESIDENCY**

**Beginning the 2026-2027 school year the parents/guardians of 9th-12th grade students will submit a copy of a Kentucky Driver's License or official Kentucky identification to verify Christian County residence.**

**Parents/Guardians unable to provide identification to verify Christian County residence will be required to provide Proof of Residency documents required for all other grade levels.**

**If the parent/guardian is unable to provide proof of Christian County residence by providing a Kentucky Driver's License, official Kentucky Identification, or Proof of Residency documents they will be referred to the Pupil Personnel Office to complete a Nonresident Student Transfer/Registration Form 09.12AP.21.**

**For all other grades, Parents or guardians may prove residency by providing:**

**A. One (1) of the following (including military orders):**

- 1. Homestead Exemption Card – reflecting Homestead Exemption within Christian County (considered family's primary residence)**
- 2. Property Tax Notice (may require additional verification)**
- 3. Home Purchase Contract in Christian 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 Christian Courthouse/the Clerk of Courts Office)**
- 5. A current rental or lease agreement**

**AND**

**B. 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)**

**If a parent would like their child to attend a school other than their home zone school, they must submit a "Hardship" form (form is available at the Christian County Board of Education and also on the District's website). Out of zone attendance must also be approved before the student's enrollment is completed.**

**School Attendance Zones****PROOF OF RESIDENCY (CONTINUED)****Parents who live with someone else must provide:**

- A. 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;**
- B. Two (2) proofs of address from person who wrote the letter to establish that they live in the school zone;**
- C. 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:**

- A. 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:**
  - 1. Relationship of guardian to child;**
  - 2. States that guardian will be responsible for the child's educational needs;**
  - 3. Length of temporary guardianship.**
- B. Department of Pupil Personnel will notify the school regarding status of enrollment;**
- C. If the Department of Pupil Personnel approves enrollment of the child by the guardian:**
  - 1. Guardian must sign District Statement of Acceptance of Responsibility Form;**
  - 2. Parent or guardian must provide evidence of pursuit of legal custody through the courts to the school within ninety (90) days (school will note on TERMS S313 screen);**
  - 3. Department of Pupil Personnel will follow-up with District letter to parent/guardian and school as needed.**

**Homeless student information is available by contacting the Director of Pupil Personnel at 270-887-7000.**

**If a student moves during the school year, proof of residency must be provided as stated above. The following items are evidence a move is full and complete:**

- A. The former residence is not occupied for any purpose at any time by the student or any of the persons with whom the student has been living; and**
- B. All personal belongings are moved from the former residence; and**
- C. Mail is received at the new residence; and**
- D. All utilities are transferred to the new residence; and**
- E. Driver license, voter registration, and other forms of legal identification are changed to the new residence.**

## School Attendance Zones

### PROOF OF RESIDENCY (CONTINUED)

**A student who has attained the age of eighteen (18) and is acting as a legal adult, may establish the residence location without reference to either parent or other adult.**

### ELIGIBLE STUDENTS AND TRANSPORTATION

Per KRS 158.072, "eligible student" is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.

If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.

The District shall provide transportation to the original school from the eligible student's new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.

### OUT-OF-ZONE ASSIGNMENT

**A child may be assigned to an Out-of-Zone school under the circumstances stated herein upon petition of the parents or responsible individual and wherein the best interests of the child shall be served. For purposes of this policy a responsible individual shall be defined as a parent, guardian, or student of legal age. Transportation is not provided by the Board.**

**A. A student may be granted permission to attend school Out-of-Zone when the residence of the responsible individual changes during the school year. Such permission may be granted under the following conditions:**

**1. Student With Disabilities**

**Exceptional students identified by the school system whose interests may be better served in a program offered by a school in another attendance zone may be re-assigned to that school. In such cases placement determinations shall be made by the Administrative Admissions and Release Committee (ARC) in accordance with federal and state requirements.**

**2. If Families Move**

**If a family moves during the semester from one attendance zone to another within the school system, an elementary, middle, or high school pupil may, without cost to the District, be permitted to finish the semester in the school in which he/she is currently enrolled provided the legal guardian provides transportation. The pupil must enroll the following semester in the school in the attendance zone of his/her legal residence unless the Superintendent/designee determines there are extenuating circumstances.**

**School Attendance Zones****OUT-OF-ZONE ASSIGNMENT (CONTINUED)**

A student who will be a senior may continue to attend the school in which he/she was enrolled at the end of his/her junior year provided that an application for "Hardship" is filed and approved.

**3. Foreign Exchange Students**

If a school is approved as an I-20 school and the foreign exchange student is accepted to attend that high school, he/she may attend the school four (4) years. The student would follow the curriculum required for graduation at the high school.

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools. There shall be no more than five (5) foreign exchange students in each high school.

- a. Before an exchange student is accepted at the high school, he/she must be assigned to and have regular contact with his/her local host family thirty (30) days prior to the opening of school.
- b. A foreign exchange student living with a host family residing within the District boundaries shall be admitted as a resident student. A foreign exchange student living with a host family residing outside the District boundaries will not be admitted.
- c. A host family is limited to enrolling one (1) foreign exchange student in the high school, with approval of their sponsoring organization.

**Foreign Exchange Students (continued)**

- d. The foreign exchange student must document successful completion of at least two (2) years of English in school or equivalent experiences demonstrating functional skills in the English language.
- e. Foreign exchange students must provide a secondary transcript (in English) upon enrollment at the high school.
- f. On the day of enrollment, each foreign exchange student must submit all medical records (TB skin test, if needed; up-to-date immunization certificate, and a Kentucky Preventative Health Care Examination form) required of all students enrolling in the District for the first time.
- g. As stipulated in 22 CFR 62.25, prior to the foreign exchange student's entry into the United States, the sponsor shall secure written authorization from the Superintendent/designee for the student's enrollment in a District school.
- h. Exchange programs shall be for the fourth year of secondary school attendance and shall be for one (1) full academic year only. Students must take English III, English IV, and U. S. History.

**School Attendance Zones****OUT-OF-ZONE ASSIGNMENT (CONTINUED)**

- i. The sponsoring agency of the foreign exchange student is responsible for providing the District all documentation required by the Immigration and eligible students must be between sixteen (16) and eighteen (18) years of age by the first day of school enrollment. Foreign exchange students who have previously participated in an exchange program are ineligible for participation in the high school program.**
- j. Students may take part in sanctioned extracurricular activities, including athletics, if the District and the state authority for determining athletic eligibility approve their participation.**
- k. Foreign exchange students shall be expected to complete the course of study in which they are enrolled at the high school and to do the same work and accomplish the same goals as all other students in the class.**
- 4. If the place of residence will change within six (6) months due to new construction and documentary evidence in the form of a construction contract or sales agreement is presented to indicate the change and the responsible individual petitions for permission to attend the school in the new residence area. (The District reserves the right to verify that progress toward completion of construction is being made, on a continual sixty (60) day review, up until a full and complete move into the new home is accomplished.)**
- 5. If the place of residence will change within sixty (60) days due to the purchase of an existing home and documentary evidence in the form of a sales agreement is presented to indicate the change and the responsible individual petitions for permission to attend the school in the new residence area.**
- 6. If the place of residence will change within sixty (60) days due to executing a lease of a home and documentary evidence in the form of a lease is presented to indicate the change and the responsible individual petitions for permission to attend the school in the new residence area.**
- 7. If the place of residence is to change temporarily (less than six (6) calendar months) during the course of the school year and the responsible individual petitions for permission to remain in the assigned school without interruption occasioned by the temporary change in residence.**
- 8. Employee Choice**

**Parent/guardians who reside in Christian County and are employed not less than half time by the Board may request that their child/children attend another school. Those students whose parents/guardians reside outside of Christian County must be employed full time by the Board in order to request that their child/children attend a Christian County School.**

**Upon separation of the employee from employment with the Board, the student's school assignment will continue through the remainder of the school year. Student whose parent/guardian resides outside of Christian County may return to the school district where they reside at the end of the school year.**

## School Attendance Zones

### 9. Grandfathering

In order to provide educational continuity, a student enrolled in the 5th grade during the 2024-2025 school year may remain at their current school. No siblings will be accepted. Students in the 10th, 11th, or 12th grade may remain in their current high school until the consolidated Christian County High School opens. A “grandfathered-in” application must be completed to accept the “grandfathered-in” conditions. All attendance and discipline requirements must be met. Students attending school under capacity may continue to attend all remaining years. Student’s “grandfathered-in” status may be revoked at the end of the first (1st) or second (2nd) semester due to poor attendance, grades, and discipline. Transportation will be the responsibility of the parent/guardian.

### HARDSHIP

Students may be allowed to attend a school other than their home zone school based on documented economic or medical hardship, or other documented reason as approved by the Reassignment Committee. A reassignment form must be completed, signed by both school administrators and submitted to the DPP Office for review by the Reassignment Committee. A hardship is defined as documented economic or medical factors that are beyond the student’s and parent/guardian’s control which have a negative impact on the student’s educational process, safety, mental health, or physical well being. Upon receipt of a hardship reassignment request, the Superintendent or designee shall afford the parent/guardian or student an opportunity to be heard and to present such evidence as may be appropriate to the Reassignment Committee. The decision of the Reassignment Committee is final.

With regard to all requests for change in school assignment, the following provisions shall apply:

All requests shall be made in writing on appropriate forms to the Director of Pupil Personnel. Requests shall be made each year at the elementary, middle, and high school. The Superintendent shall appoint a Reassignment committee to decide if the “hardship” will be awarded.

1. Transportation shall be the responsibility of the parent/guardian.
2. Placement of “grandfathered” students, as well as, all “hardship” applicants shall be re-evaluated at the end of each semester by the building Principal for continuation in that school.
3. Hardship shall be granted only when placement does not cause overcrowding in the out-of-zone, class, or program or where desegregation efforts are not adversely affected.
4. If the assigned zone school experiences an unexpected increase in enrollment due to new students moving into that zone, the last hardship student to enroll in that school will be the first student reassigned to another school.

**School Attendance Zones****HARDSHIP (CONTINUED)**

5. **Special education students may be assigned to a school as determined by the ARC, provided an exceptionality unity exists at the “hardship” school and/or appropriate resources are available in the “hardship” school.**

**For guidelines pertaining to “hardship” recruitment of student athletes, see 09.11 AP.21.**

**APPLICATION PROCEDURES**

1. **“Hardships” will be considered when there is room/space available in the “hardship” school for the student. When undue “hardship” or extenuating circumstances exist, the Reassignment Committee shall review the request and make a recommendation accordingly.**
2. **Receiving “hardship” school Principals shall be given the opportunity to review all applications. Past discipline, attendance, and tardies may be taken into consideration.**
3. **When a Principal approves a student for “hardship” (as well as, all “grandfathered-in” students), he/she shall revoke the “hardship” only at the end of the first (1st) or second (2nd) semester.**
4. **Once a student is approved for “hardship” (as well as, all “grandfathered-in” students), the parent/guardian cannot arbitrarily transfer the child back to the zone school during a given year unless approved by the Superintendent/designee.**

**REFERENCES:**

P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.  
KRS 158.072; KRS 159.070; KRS 160.1592  
McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)  
OAG 80394

**RELATED POLICIES:**

**09.111; 09.123**