

## **STUDENTS**

### **NONRESIDENT STUDENTS**

- A.** The first step is to obtain a release from student's resident district.
- B.** A Nonresident Student Enrollment Form (3141F) must be completed for any nonresident student requesting enrollment in Deer Park School District.
- C.** Enrollment forms may be obtained from the District Office or a school building office.
- D.** Upon completion and receipt of the enrollment form, the principal shall review, followed by the special education director if student is a special education student, and finally the superintendent.
- E.** All Nonresident Enrollment forms shall be reviewed using the criteria described herein.
- F.** First preference shall be given to non-resident students enrolled in the district the previous school year. Nonresident students must reapply yearly. The date and time of submission of the original application will be considered for establishing rank order for subsequent year admissions.
- G.** New applications will be considered in order of application date and time.

### **Annual Renewal Procedure**

- A.** In May, the district office shall send a list of current nonresident students to the building secretaries for review and updating.
- B.** A form letter explaining the annual application process and an Application for Nonresident Enrollment shall be mailed by the district office to the parents/guardians of the students on the list.
- C.** Applications for nonresident returning students are due by the last day of school.

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### **New Application Procedure**

- A.** Completed nonresident applications and district release forms from the student's home district are collected through the summer and kept in a file in the district office.
- B.** In August, completed new nonresident applications for nonresident students and district release forms shall be sent to the respective school principals for review and consideration.
- C.** The district office will notify the parents and their home school districts once the principals and superintendent make a final determination in September.

### **Acceptance/Denial Process**

- A.** Nonresident requests will be accepted for grade levels where ample space, staff, and programs exist. The parent/guardian and students will be notified of acceptance within five (5) working days of decision.
- B.** If a nonresident student qualifies for additional programs after the beginning of the school year, they are still subject to the space available provisions of this procedure.
- C.** Notification of denial or acceptance of a nonresident application will be made on a case-by-case basis depending on the space/program availability and academic/discipline record of the student.
  - a.** Every effort will be made by June 30 to inform parents and students whether the district can accommodate the continuing student for the following school year.
  - b.** New requests for acceptance may not officially occur until four (4) school days following the commencement of the school year. Parent/guardian and students will be advised to register in their resident district to ensure a program is available.
- D.** Resident students will always be given priority as to school of attendance.
- E.** Acceptance is for one year only.
- F.** Specific standards for acceptance must be followed.

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**Specific Standards for Acceptance**

- A. Application must be submitted within the applicable timelines for the next school year and/or next semester.
- B. Parents must assume all transportation obligations.
- C. Parents must abide by WIAA transfer rules for interscholastic activities.
- D. The grade level, classes, or programs have the space and necessary staff as determined by the District to accommodate additional students.
- E. Regular school attendance is required.
- F. Appropriate educational programs or services exist and have available staffing as determined by the District to improve the student's education.
- G. Accepting the student will not pose a financial hardship to the District.
- H. The student does not have a history of crimes of violence, violent or disruptive behavior, gang membership, drug use, possession or distribution of drugs, or weapons possession.
- I. The student does not have a history of academic nonperformance as determined by school district standards.
- J. The student has not been expelled or suspended for more than 10 days.
- K. For homeless students refer to the McKinney-Vento Act.
- L. The district reserves the right to determine space available in grade level classes or programs.
- M. The district reserves the right to deny the non-resident application of any student who has engaged in substantial misconduct or substantial disruption to the educational process.
- N. A continuing, nonresident student who is scheduled to complete his/her senior year shall have preferential enrollment rights as compared to other non-resident students, provided that the criteria set forth in this policy and procedure is met.
- O. Acceptance of new non-resident students is contingent upon receipt of all registration materials, individualized health plans, immunization records, proof of residence and school cumulative records within a reasonable time.

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- P. Or if false or incomplete information is provided on the application form.
- Q. Applications for acceptance will not be considered for the current school year after May 15, unless there are extenuating circumstances demonstrating significant hardship for the student.

### **Notification**

- A. The Superintendent or principal shall provide all applicants with notification of the approval or denial of the application. If the student is to be admitted, the principal shall notify the resident District and make necessary arrangements for the transfer of student records.
- B. Final enrollment is contingent upon district receipt of all registration materials, individualized health plans, immunization records, proof of residence, transcripts, etc.
- C. If the application is denied, the Superintendent will notify the parent or guardian of the right to petition to the Board, upon five (5) school business day's prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent in writing.
- D. The final decision of the District to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction of his or her designee.

## **REVOCAION OF NON-RESIDENT STATUS**

### **The Superintendent may revoke non-resident status in the following situations:**

- A. If, after a non-resident application has been approved, it is discovered that the information provided was incomplete or has changed since the time the application was considered, and/or was materially misrepresented on the application;
- B. If the student is expelled from the district under the usual disciplinary process; or
- C. If the student is excessively tardy or truant, or engages in frequent misconduct or disruptive behavior, or is in violation of school rules that indicate the student is not being successful in the school or program. Before the non-resident transfer of such a student is terminated, the parent/guardian will be notified that the student's continued attendance in the district is in jeopardy. If the decision is made to terminate the student's non-resident status, the parent/guardian will be notified and will be informed that they may appeal the termination to the Office of Superintendent of Public Instruction.