

**Nonresident Student Transfer/Registration Form**

**Form to be used by NONRESIDENT students requesting admission.**

Student's Name \_\_\_\_\_  
*Last First Middle Initial*

Home Address \_\_\_\_\_ Phone # \_\_\_\_\_

Present District and School \_\_\_\_\_ Present Grade \_\_\_\_\_

Requested School \_\_\_\_\_ For School Year \_\_\_\_\_ Grade \_\_\_\_\_

Date of Request: \_\_\_\_\_

Reason for Transfer \_\_\_\_\_

**NOTICE**

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
2. Requests for transfer for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.

I UNDERSTAND THAT, IF APPROVED, THIS ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY SPECIAL TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

\_\_\_\_\_  
*Parent/Guardian's Signature Date*

**TO BE COMPLETED BY THE SCHOOL PRINCIPAL**

Application  Approved  Disapproved Date \_\_\_\_\_

Parent contacted  Yes  No Date \_\_\_\_\_

Present School Contacted  Yes  No Date \_\_\_\_\_

Requested School Contacted  Yes  No Date \_\_\_\_\_

Professional recommendation, if required \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature Date*

Review/Revised:5/12/14

**Tuition Agreement Form**

STUDENT'S NAME \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

SCHOOL: (*Check appropriate box*)     Elementary     Middle     High School

Annual tuition for the student named above is \$ \_\_\_\_\_. Tuition may be paid in full one (1) week prior to the beginning of the semester or, with prior approval of the Superintendent, on an alternate schedule.

Payment may be made in person at the Central Office or mailed to:

*Superintendent/Central Office Designee  
Mason County Schools  
2<sup>nd</sup> and Limestone Street  
P.O. Box 130  
Maysville, KY 41056*

**TO BE COMPLETED BY THE PARENT/GUARDIAN**

*Please submit completed form to the Central Office.*

My signature below indicates agreement with the above terms.

\_\_\_\_\_ (Parent's/Guardian's Signature) \_\_\_\_\_ (Date)

Review/Revised:12/12/11

## Nonresident Students

### **DEFINITION**

Nonresident students are those students who reside with their legal parents/guardians outside the boundaries of the District. Residency cannot be established through living with a relative or friend within the District.

### **CRITERIA FOR ADMISSION**

By June 30 of each year, all nonresident students wishing to enroll or re-enroll for the coming school year shall be required to submit an application. Admission of each nonresident student must be approved annually by the Board, based on the recommendation of the Principal. The following criteria shall be used in evaluating each application:

1. Classes or grades affected are not already filled to capacity.
2. Students shall be required to have achieved and to maintain a minimum 2.5 grade point average out of a possible 4.0.
3. Barring extenuating circumstances, students shall be required to have achieved and to maintain a 96% attendance rate.
4. Students shall not be accepted who have experienced discipline problems in other districts, particularly those resulting in suspension or expulsion. Students from other districts shall be required to present a positive recommendation from the last school district attended. Once admitted, students who incur suspension or expulsion shall not be readmitted and shall forfeit their tuition.<sup>1</sup>
5. Tuition charges for each semester must be paid in full no later than one week prior to the beginning of the semester.

### **CHANGE IN RESIDENCE STATUS**

Resident students who move out of the District after the midpoint of the semester may continue their enrollment tuition-free until the end of the semester.

### **CHILDREN WITH DISABILITIES**

Nonresident students requiring special education services shall be accepted on the recommendation of the Principal and Special Education Supervisor, based on the applicable enrollment criteria.

### **REFERENCES:**

<sup>1</sup>OAG 79-327  
KRS 158.120  
OAG 66-550  
OAG 80-47

### **RELATED POLICY:**

09.124

Adopted/Amended: 12/9/1985

Order #: 13276

## Nonresident Student Admissions

### NONRESIDENT TRANSFERS

Those nonresident pupils requesting enrollment in a school in this District for the first time shall follow these procedures:

1. Complete the school's registration forms, which must be signed by the parent(s).
2. Parent(s) and pupil then make an appointment with the Principal for a review of the application and the pupil's school records. The pupil shall bring the following documents from the last school attended to this meeting:
  - 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 student's attendance.
  - Student's physical examination and immunization records.
3. Nonresident pupils will only be admitted when they can be assigned to classes where the enrollment is below the allowable maximum.
4. A student expelled from his/her previous school during the last school year need not apply for admission.
5. When the number of nonresident students must be limited, the following priorities will be observed:
  - 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 date of application will be the determining factor for admittance.
6. Nonresident pupils may be admitted to the District's schools in accordance with Board policy.
7. The decision of the Principal in granting admission of nonresident pupils may be appealed to the Superintendent. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board shall be final.

Review/Revised:12/12/11