

**Nonresident Student Application**

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

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

Physical Address \_\_\_\_\_ Phone # \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Student Date of Birth \_\_\_\_\_ Present Grade Level \_\_\_\_\_

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

Has Student Ever Attended Eminence Schools? \_\_\_\_\_

Does the student have school age siblings?  YES  NO If yes, please list names and ages below:

\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

E-Mail Address of Parent/Guardian: \_\_\_\_\_

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 TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN. I HAVE READ POLICY 09.12 PERTAINING TO MY CHILD ATTENDING EMINENCE INDEPENDENT SCHOOLS AND UNDERSTAND THE STIPULATIONS. I UNDERSTAND THAT I MUST GET APPROVAL FROM MY HOME SCHOOL DISTRICT IN ORDER TO TRANSFER TO EMINENCE INDEPENDENT SCHOOLS.

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

**TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL**

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

If denied, the reason is: \_\_\_\_\_

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

School Secretary Contacted  Yes  No Date \_\_\_\_\_

Requested School Records  Yes  No Date \_\_\_\_\_

Records Received  Yes  No Date \_\_\_\_\_

\_\_\_\_\_  
*Superintendent/designee's Signature Date*

Review/Revised: 4/30/18

### Nonresident Student Admissions

#### CRITERIA FOR APPROVAL

The Superintendent will approve the request for admission of nonresident students in the local schools, provided all of the following conditions are met:

1. The district of residence has signed a nonresident contract for the student; or when the payment, or arrangement for payment, of tuition as established by the Board is made in advance to the Superintendent and is acceptable to the Superintendent;
2. The student has not been expelled from the school in which he was last enrolled;
3. The student is not under suspension from the school in which he is or was enrolled;
4. The student does not have an unacceptable history of disciplinary problems;
5. Class sizes and grade level organizational pattern will allow admission of the student;
6. No district vehicles will be required to leave the school district to pick up the student;
7. The student entering grades 4-12 has a minimum cumulative G.P.A. of 3.0 and has received at least a 3.0 G.P.A. for the semester prior to enrollment;
8. The enrollment is made within ten (10) days of the beginning of the semester and **prior approval is granted by the home district;**
9. The student has less than seven (7) days of unexcused absence during the previous year and/or less than five (5) days of unexcused absence during the semester prior to enrollment.

The Superintendent may withdraw approval of the request of admission upon the discovery of any false or misleading information accompanying the request. The Superintendent may also provide exemptions to these criteria for admission.

#### APPEAL PROCESS

When the decision of the Superintendent is not satisfactory, an appeal may be made to the Board of Education. The decision of the Board is final.

Review/Revised:5/15/12

**Request for Educational Records**

THIS FORM IS TO BE USED TO REQUEST EDUCATIONAL RECORDS FROM THE SCHOOL OF PREVIOUS ENROLLMENT.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Last Attended)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, ZIP)

Please send the educational records of the following student:

\_\_\_\_\_  
(Student First Name) (Middle Name) (Last Name)

\_\_\_\_\_  
(Grade) (Birthdate)

- Please include disciplinary records, grades and attendance records.
- Please include Special Education documents as appropriate.
- Student is being considered for nonresident status.

These records should be sent to the following address:

- Eminence Board of Education  
291 West Broadway  
Eminence, KY 40019  
Phone: 502-845-4788  
FAX: 502-845-2339
- Eminence Independent Schools  
254 West Broadway  
Eminence, KY 40019  
Phone: 502-845-5427  
FAX: 502-845-1310

**RELATED PROCEDURE:**  
09.14 AP.231

\_\_\_\_\_  
Parent Signature

Review/Revised:5/24/16

## Admissions and Attendance

### RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.<sup>1</sup>

### HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless students enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented; limited English proficient);

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.<sup>2</sup>

### IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

### NONRESIDENTS

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.<sup>3</sup>

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

### TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public school fund.<sup>4&5</sup>

### NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.

Admissions and Attendance**NON-IMMIGRANT FOREIGN STUDENTS (CONTINUED)**

3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

**EXPELLED/CONVICTED STUDENTS**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.<sup>6</sup>

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

**REFERENCES:**

<sup>1</sup>KRS 159.010; OAG 78-64

<sup>2</sup>42 U.S.C. 11431 et seq. (McKinney-Vento Act)

<sup>3</sup>KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602

<sup>4</sup>KRS 157.320

<sup>5</sup>702 KAR 007:125

<sup>6</sup>KRS 158.155; KRS 157.330, KRS 158.150

704 KAR 007:090; OAG 91-171

Public Law 104-208; P. L. 107-110 (No Child Left Behind Act of 2001)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

*Plyler v. Doe*, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

**RELATED POLICIES:**

09.11, 09.123, 09.124, 09.125, 09.211

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 07/19/2011

Order #: 050711-1