

Nonresident Student Enrollment**NONRESIDENT TRANSFERS**

Those nonresident pupils requesting enrollment in a school in Clark County, Winchester, Kentucky for the **first time** shall follow these procedures:

- 1) Nonresident Student Transfer/Registration Form completed 09.12AP.21, delivered/emailed to the DPP office at 1600 West Lexington Ave, Winchester, KY 40391 or FAX 859-745-3935
- 2) Parent/Guardian(s) shall attach the following to the application.
 - a) Report card, transcript or other academic information.
 - b) Report of student's behavior or conduct including, but not limited to, physical violence and disciplinary action taken.
 - c) Statement of student's attendance.
 - d) If applicable, documentation regarding any services or accommodations required to educate the student, IEP/504. (For placement purposes only – not a determining factor in granting acceptance.)
- 3) Upon approval the DPP's office will contact the parent/guardian for the enrollment process, (OLR).
- 4) Complete the school's enrollment forms(OLR), and provide required enrollment documents and must be signed by the parent/guardian(s).
 - a) Report card and other academic information.
 - b) Student's physical/eye/dental examination (where required), State certified birth certificate and immunization records.
- 5) Nonresident pupils will only be enrolled when they can be assigned to classes where the enrollment is below the allowable maximum, (capacity).
- 6) A student expelled/convicted from his/her previous school/county during the last school year must have;
 - o Nonresident Student Transfer/Registration Form completed
 - o Board approval before being admitted
- 7) When the number of nonresident students must be limited due to enrollment capacity, the following priorities will be observed:
 - a) Those nonresident students attending school in this District last year will have priority over new applicants.
 - b) Siblings of nonresident students already attending school in the District shall have priority over new applicants who do not have siblings currently enrolled.

Nonresident Student Enrollment**NONRESIDENT TRANSFERS (CONTINUED)**

- c) Students of District employees will have priority over new applicants.
 - d) When priorities are equal, the date of application will be the determining factor for enrollment
- 8) ~~Nonresident pupils may be enrolled to the District's schools in accordance with Board policies and procedure 09.12, 09.1222, and 09.124: 09.12AP.21, 09.12 AP.22.~~
- 9) The decision of the DPP in granting enrollment of nonresident pupils is final. The decision of the Board shall be final when admitting expelled/convicted students.
- 10) Method for first time nonresident transfer student.
- a) Capacity is defined in Clark County by grade level current enrollment numbers. These numbers shall not exceed appropriate pupil per classroom while leaving numbers for Clark County resident ____growth per grade level/per school.
- 11) School preference will be determined by capacity, not request.
- 12) Nonresident students will be understood as passive approval and as understood require one application per student concurrent enrollment as long as the student stays in good standing with the District. If a student transfers from the District, the enrollment process will be repeated. The enrollment application process remains open year-round in order to accommodate those who may seek enrollment.
- 13) Transportation for non-resident students is not provided.

STATUS OF NONRESIDENT STUDENTS

Nonresident students are accepted in the district until the student is unerolled. Student must remain in good standing. During the school year, the student is expected to abide by all school rules, the Clark County Code of Acceptable Behavior, Clark County Board policies, and is subject to the disciplinary procedures as set forth therein. During each school year, the Board may remove or dismiss a nonresident student for misconduct pursuant to [KRS 158.150](#) following applicable due process procedures.

At the end of the school year, a nonresident student may be dismissed due to factors such as:

- o Poor attendance (six (6) or more unexcused absences or tardies)
- o Behavior Issues (Referrals, In-School or Out-of-School Suspension)
- o Poor academic performance (failure to demonstrate desire to learn and/or failure to follow academic directions).

Nonresident Student Enrollment

STATUS OF NONRESIDENT STUDENTS (CONTINUED)

- o Chronic disruption of the school environment by the student
- o Expulsion/Conviction

RELATED POLICIES

09.12 (all procedures)

09.1222; 09.124 (all procedures)

Review/Revised:8/27/2024