# STUDENTS BL09.12 AP.21

Nonresident Student Transfer/Application Form

As a nonresident student you will be required to complete an **APPLICATION FOR ENROLLMENT AS A NONRESIDENT STUDENT.**

**Please read the following instructions:**

* Complete a nonresident application form which must be signed by the parent(s).
* Provide the following documents from the last school attended:

1. Report card ,other academic information and transcript (if applicable)
2. Report of student’s discipline record
3. Student’s attendance

* Nonresident noncontract students will only be admitted when they can be assigned to classes where the enrollment is below the allowable maximum.
* A student expelled from his/her previous school during the last school year need not apply for admission.
* Nonresident noncontract students may be admitted to the District’s schools in accordance with Board policy.
* The decision of the Principal in granting admission of the nonresident noncontract student 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.

**Acceptance:**

* You will receive notification no later than July 1st if your child is accepted.
* You may receive notification after July 1st if more spots become available.
* Parents are responsible for all transportation to and from school. Please be advised that Somerset Independent Schools rarely close for inclement weather.
* Enrollment is for the current school year only. Re-enrollment for successive school years shall not require a new application, but shall be contingent upon space availability and compliance with all terms and conditions of Board policies, including the tuition obligation. Students shall be subject to all academic and behavior requirements while enrolled. Non-compliance may be grounds to deny re-enrollment.

**Tuition Fee: $525.00** (you will be billed)

Return completed application and documents to: Donna Wilson

Somerset Independent Schools

301 College Street

Somerset, KY 42501

FAX: 606-678-0864

OFFICE: 606-679-4451

donna.wilson@somerset.kyschools.us

STUDENTS M09.12 AP.21

# (Continued)

Nonresident Student Transfer/Application Form

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male \_\_\_ Female \_\_\_

Student’s Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Social Security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Present District and School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last grade completed\_\_\_\_\_\_

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

Siblings currently enrolled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

NOTICE

* Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.

Please attach the following to complete your application:

1. A copy of your child’s latest report card;
2. Copy of the previous year’s attendance report;
3. A copy of transcript (high school students); and
4. Discipline records, if applicable.

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**Parent/Guardian’s Signature Date**

**TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL**

Application completed, signed, and received at Central Office Date \_\_\_\_\_\_\_\_

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

Professional recommendation (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Superintendent/designee’s Signature Date**

# STUDENTS CK09.12 AP.22

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/guardian(s)
2. Parent/guardian(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:
   1. 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.
   2. Report of student's conduct including, but not limited to, physical violence and disciplinary action taken.
   3. Statement of student's attendance.
3. Non-resident 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 due to enrollment capacity the following priorities will be observed:
   1. Those nonresident students attending school in this District last year will have priority over new applicants.
   2. Siblings of non-resident students already attending school in the District shall have priority over new applicants who do not have siblings currently enrolled.
   3. When priorities are equal, the date of application will be the determining factor for enrollment.
6. Nonresident pupils may be enrolled in the District’s schools in accordance with Board policies 09.1222 and 09.124.
7. The decision of the Principal in granting enrollment of non-resident 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.

Related Polices:

09.12(all procedures)

09.1222; 09.124 (all procedures)