**Roanoke County Public Schools AD.4-103-25**

**Non-Resident Application for Student Enrollment for 2025-2026**

**For K-12th grade students residing *outside* of Roanoke County Public School attendance zone and requesting enrollment**

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| **STUDENTS NAME**  **LAST FIRST MIDDLE** | **DATE OF BIRTH** |
| Is student in Special Education or has student had an active individualized educational program (IEP) at any time during the last school year? ❑ Yes ❑ No  If yes, in what Special Education Program? | |

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| **SCHOOL WHERE STUDENT IS CURRENTLY ENROLLED** | **CURRENT GRADE LEVEL** | **SCHOOL REQUESTED FOR 2025/26**  **You may enter up to three choices** | **2025/26 GRADE LEVEL** |
| **ADDRESS**    **City State Zip** | | **1)**  **2)**  **3)** | |
| **REQUIRED DOCUMENTATION: MUST be received by requested school before transfer request will be considered. (1ST THRU 12TH Grade ONLY)**  **1) attendance report, 2) discipline report, 3) most recent report card, 4) mortgage/lease and 5) Authorization for release/exchange of record information form.** | | | |
| **REASON FOR REQUEST** (Please provide a brief explanation): | | | |
| Are there siblings already enrolled in Roanoke County Public Schools? ❑ Yes ❑ No  If so, where? | | | |

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| **NAME OF PERSON MAKING REQUEST** | **RELATIONSHIP TO STUDENT:** ❑ Parent (with legal custody) ❑ Legal guardian  ❑ Other (specify) | |
| **HOME ADDRESS**    **City State Zip** | **BEST CONTACT NUMBER** | **PARENT/GUARDIAN EMAIL ADDRESS** |
| NAME OF ❑ **COUNTY** OR ❑ **CITY** OF LEGAL RESIDENCE: | |

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| **Nonrefundable Tuition Fees 2025-2026 School Year**   * Children of Roanoke Co. Govt./Roanoke County School employees that meet the required qualifications set forth in the RCPS Non-Resident Policy 7.02:   ● KG - 12th grade students: **No Fee**   * All other NON-RESIDENT applicants pay FULL Tuition for each student:   ● KG – 12th grade students: **$1,000.00 per child** | |
| If either parent/guardian is employed by Roanoke County Gov. or Roanoke County Schools, please complete this section: | ❑ Does Not Apply |
| ❑ FULL-TIME Roanoke County Government Employee. NAME  Location: ***(must attach the most recent Roanoke County Government paycheck stub)*** | |
| ❑ CONTRACTED Full-time/Part-time Roanoke County Public School Employee. NAME  School/Location for 2025-2026: Job Title for 2025-2026: | |

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| My signature on this request verifies all information to be true and confirms my understanding of the following:   1. I have read in its entirety and fully understand the Roanoke County School Board Resident and Nonresident Policy (7.02). 2. I understand and agree that tuition is **nonrefundable**. 3. I understand and agree that all required documentation must be submitted before transfer request will be considered. 4. If my request is approved, I will be responsible for paying the applicable tuition fee on the due dates specified per RCPS Nonresident Policy 7.02. | |
| PARENT/GUARDIAN SIGNATURE | DATE |

Completed applications must be mailed to: Tammy Newcomb Executive Director of Administration

Roanoke County Public Schools

Attn: Student Transfers

5937 Cove Road

Roanoke, VA 24019-2403

Office Use:

**Please call Paula Williams at 540-562-3900 ext. 10120 or email pbwilliams@rcps.us with questions**