

Nonresident Student Transfer/Registration Form

Form to be used by NONRESIDENT students requesting admission.

Student's Name _____
Last First Middle Initial

Home Address _____ Phone # _____

District and School of Residence _____

Requested School _____

For School Year _____ Grade _____ Date of Request: _____

Reason(s) for Transfer _____

NOTICE

1. 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.
2. Requests for transfer for 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 SCHOOL PRINCIPAL
(SUBMIT TO CENTRAL OFFICE)**

Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date _____
Parent/guardian contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Present School Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Requested School Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Professional recommendation, if required	_____		

Principal's Signature _____ *Date*

Superintendent/designee's Signature _____ *Date*

Nonresident Student Enrollment**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 in the parent's (or student's) possession.
 - Birth certificate or other proof of age.
 - Student's physical examination and immunization records.
3. A student expelled from his/her previous school during the last school year need not apply for admission.
4. Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222 and 09.124.
5. Non-resident students may be picked up/dropped off at the following bus locations:
 - Steve's ShopRite on HWY. 218E in Horse Cave (Caverna)
 - Rider's Bestway on 101 College St. in Upton (Hardin Co.)
 - Watch-Me-Grow Daycare in Upton (Larue Co.)
6. The decision of the Principal in granting enrollment 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.

RELATED PROCEDURE:

09.12 (all procedures)
09.1222; 09.124 (all procedures)

Review/Revised:6/21/22