Request for _____School Year Student's Date of Birth _____

Parent Name _____

Student's Name _____ _____ _____
Last First Middle

Home Address:_____

Phone_____ Current Grade _____ Upcoming Grade_____

Email: _____

Present District & School _____

Reason for Request to Transfer _____

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
2. Requests for transfers are considered incomplete until the following documents have been submitted and reviewed:
    a. 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.
    b. Statement of student's attendance.
    c. Student's discipline reports
    d. Student's physical examination and immunization records.
3. Nonresident students are accepted in the district for one school year term with automatic renewal each year as long as the student remains in good standing. During the school year, the student is expected to abide by all school rules, the Mercer County Code of Acceptable Behavior, Mercer 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:
    a. Poor attendance (6 or more unexcused absences or tardies)
    b. Behavior Issues (Referrals, In-School or Out-of-School Suspension)
    c. Poor academic performance (failure to demonstrate desire to learn and/or failure to follow academic directions)
    d. Chronic disruption of the school environment by the student
    e. Transportation for non-resident students is not guaranteed.

4. Nonresident students who have been expelled or suspended from another school district or whose suspension or expulsion is pending shall not be permitted to enroll in the District's schools unless there are extenuating circumstances as determined by the Superintendent.

_____ _____
Parent/Guardian Signature Date

To Be Completed Mercer County School Staff:

Student Accepted on Non-Resident Contract: YES NO

_____ _____
Signature of the Superintendent/Designee Date