



## The Rye City School District

Administrative Offices  
555 Theodore Fremd Avenue, Suite B-101  
Rye, New York 10580  
(914) 967-6100 Ext. 1110 Fax : (914) 967-6957

*Gabriella Perruccio*

*Assistant Superintendent for Business*

[perruccio.gabriella@ryeschools.org](mailto:perruccio.gabriella@ryeschools.org)

### Non-Resident, Tuition-Paying Student Pre-Admittance Application

Dear Parent or Guardian:

Your completed Pre-Admittance Application along with required supporting documentation and a check payable to the Rye City School District in the amount of \$50.00, should be submitted to: Admissions, Rye City School District, 555 Theodore Fremd Avenue, Suite B-101, Rye, NY 10580.

For September admissions, no applications will be accepted before February 1, 2024. Questions about the process can be addressed to Wendy Wels, Student Registrar, at Ext 1113.

If you, as a parent or guardian, are separated, divorced or have custody as a result of a court order, a fully executed copy of the court order must be submitted. If you are the custodian as a result of a father/mother surrendering custody of the child, both you and the parent(s) must complete custodial and parent affidavits. Copies of the affidavits are included in the Pre-Admittance Application Packet.

Your child will be placed on a waiting list until the Board determines if there is space in the grade for the upcoming school year. Residents have preference and requests for specific elementary schools cannot be guaranteed.

The projected tuition for the upcoming school year is adjusted each year with an exact figure set in May. For the current school year, 2023-2024, the annual tuition for grades K-5 is \$22,090 and for grades 6-12, the annual tuition is \$27,633. Please keep in mind that each semester's tuition must be paid in full before that semester begins or the student will be denied admission. A copy of the Board of Education's Policy 6254 is enclosed for your reference. **In particular, please note the requirement that the student must be in good standing.**

Students will be notified about availability of space, as determined by the Board of Education, in June. At that time, a letter and invoice will be sent to each accepted student. A 10% admission deposit based on the annual tuition is required for each student by June 15, in order to reserve placement and confirm intention to enroll. The deposit is non-refundable and shall be credited against the tuition charges with ½ credited for the fall semester and ½ credited to the spring semester. The invoice will also include first semester tuition that is due and payable, in full, no later than August 1.

Sincerely,

Gabriella Perruccio  
Assistant Superintendent for Business

**RYE CITY SCHOOL DISTRICT**  
**555 Theodore Fremd Avenue, Suite B101**  
**PRE-ADMITTANCE APPLICATION**  
**NON-RESIDENT/TUITION-PAYING STUDENT**  
Please Print Legibly

<b>Office Use Only</b> Received _____ Reference # _____  Board Approved _____  Student ID _____
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**Name of Child:** Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

**Home Address:** No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ **Home Phone (Required):** \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Native Language: \_\_\_\_\_

Location of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Sex:  Male  Female

**Ethnicity:**

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Pacific Islander
- White

**[TO BE USED FOR STATISTICAL PURPOSES ONLY, AS REQUIRED BY LAW]**

Rye City School to be attended: \_\_\_\_\_ Grade: \_\_\_\_\_ Start Date: \_\_\_\_\_

School(s) previously attended: \_\_\_\_\_ Dates: \_\_\_\_\_

**Parent(s)' authorization for Rye City School District to obtain student's records from above named schools.**

X _____	X _____
Signature of Maternal Parent/Guardian	Signature of Paternal Parent/Guardian
Date	Date

**List all Parents or Guardians with whom the child will live:**

**Maternal Parent/Guardian**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Mother/Grandmother/Aunt/Guardian/Other \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Paternal Parent/Guardian**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Father/Grandfather/Uncle/Guardian/Other \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**List all other children residing in household up to 21 years of age:**

Last Name	First Name	Date of Birth	Sex	School	Grade

**RYE CITY SCHOOL DISTRICT – PRE-ADMITTANCE APPLICATION  
NON-RESIDENT/TUITION-PAYING STUDENT**

**Name of Child:** Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Will the child reside with only one Parent?  Yes  No

(If yes, a copy of court order or custody documents must be submitted.)

A check for **\$50.00** should accompany this form for processing. Check is to be made payable to **The Rye City School District**. Details of policy and procedures are contained in Board of Education Policy #6254.

**Copies of Documents required to be submitted: COPIES CANNOT BE MADE AT SCHOOL DISTRICT OFFICE.**

**I. Personal identification for both maternal and paternal parents or guardians must be provided as follows:**

**1. Personal identification with photo for all parent(s) and or guardian(s).**

**Check Those Provided**

	Maternal		Paternal	
New York State (NYS) Driver License, valid/not expired. (If interim license, must provide copy of prior license with photo.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If NYS Driver License is not available, copy of U.S. Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If NYS License & Passport not available, other photo identification, such as Employee ID.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no photo ID available, signed personal NYS tax returns or bank statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AND**

**2. Evidence of Child’s Age (Copy only - Names of parents must be indicated.)**

I (We) affirm that the information provided on this form is true and correct. I (We) understand that the District may investigate any allegation contained in this form and may ask for written proof of any statement. In order to verify the information or statements provided on this form (including any supporting documents and affidavits), I (we) give consent for the release of this form (including any supporting documents and affidavits) or any information contained in this form to the City of Rye, or any other third party in furtherance of the School District’s investigation. I (We) will inform the District of any change of address with 30 days. I (We) understand that the allegations contained in this form are being relied upon in determining whether the child is to be admitted to its school system on a tuition basis in keeping with Board of Education Policy #6254.

**ALL PARENT(S) OR GUARDIAN(S) MUST SIGN:**

X \_\_\_\_\_  
SIGNATURE OF MATERNAL PARENT OR GUARDIAN

X \_\_\_\_\_  
SIGNATURE OF PATERNAL PARENT ORGUARDIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**

Original to Student File with Documents: Elementary Principal Δ MS/HS Guidance Δ

Copy to: Parent Δ Special Ed Δ Treasurer Δ

# The Rye City School District

## Affidavit of Legal Responsibility (Parents)

State of New York  
County of Westchester  
SS:

I (We), \_\_\_\_\_, a resident of The Rye City School District, being duly sworn, say:

1. I (We) are the natural parent(s) or legal guardian(s) of \_\_\_\_\_.  
(Name of Student)  
(If the legal guardian, please attach documents which prove legal guardianship.)

2. I (We) reside at: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

3. The reason why \_\_\_\_\_ is not living with me (us) is:  
(Name of Student)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I (We) hereby relinquish all parental rights and responsibilities for my (our Child),  
\_\_\_\_\_ to \_\_\_\_\_  
(Name of Child) (Name of Individual [s])

Including, but not limited to the right to make decisions pertaining to the health, welfare and education of my (our) child. This individual resides at:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

Affidavit of Legal Responsibility (Parents)

5. The reason(s) for relinquishing all parental rights and responsibilities for my (our) child is (are) as follows:

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6. My (Our) child's current address and living arrangement is:

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7. Please explain the initial duration of this living arrangement, as well as expected duration:

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8. Please describe any other location(s) where your child lives, including the length of time the child is at the other address and provide an explanation. If the child does not live at any other address, so indicate:

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9. I (We) provide and will continue to provide the following support for the above-named child:

- Medical
- Dental
- Life Insurance
- Health Insurance
- Automobile Insurance
- Food
- Clothing
- Other (Specify) \_\_\_\_\_

10. Please provide any other relevant facts:

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I (We) affirm that we will remove the above-named child from my (our) federal and state income tax, which is subject to confirmation by the District.

I (We) understand that the responsibility for parent conferences, discipline, truancy, money owed, emergency medical treatment and other legal matters is being given to the District resident accepting custody.

I (We) affirm that the information provided on this form is true and correct.

I (We) understand that the District may investigate any allegation contained in this form and may ask for written proof of any statement.

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(Signature of Parent/Legal Guardian)

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(Signature of Parent/Legal Guardian)

Subscribed and sworn to before me  
This \_\_\_ day of \_\_\_\_\_, 20\_\_

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NOTARY PUBLIC

# The Rye City School District

## Affidavit of Legal Responsibility (Custodial)

State of New York  
County of Westchester  
SS:

I (We), \_\_\_\_\_, a resident of The Rye City School District, being duly sworn, say:

1. I (We) reside at: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

2. \_\_\_\_\_ is my \_\_\_\_\_  
(Full Name of Child) (Relationship to Child)

And he/she has been living with me since \_\_\_\_\_.  
(Date)

3. I (We) expect the duration of this living arrangement to be:

\_\_\_\_\_  
\_\_\_\_\_

4. The reason(s) that the above child lives with me (us) is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does the above-named child live at any other location? \_\_\_\_\_

If so, please indicate the length of time the child is at the other address and provide an explanation. If the child does not live at any other address, so indicate:

\_\_\_\_\_  
\_\_\_\_\_



Affidavit of Legal Responsibility (Custodial)

6. Please indicate who provides the support for the above-named child (e.g., room, food, clothing, health and dental insurance, other insurance, other necessities):

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7. Please provide any other relevant facts and attach any relevant documents:

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I (We) hereby affirm that I (we) accept and assume full-parental rights and responsibilities (care, custody, and control) for the above-named child, including but not limited to full responsibility for all matters relating to the child's education (parent conferences, discipline, truancy, vandalism) and medical care.

I (We) will be financially responsible for damage, defacement and/or destruction of school buildings and property and any other legal matters that may arise pertaining to this child.

I (We) affirm that the information provided on this form is true and correct.

I (We) understand that the District may investigate any allegation contained in this form and may ask for written proof of any statement.

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(Signature of Custodian)

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(Signature of Custodian)

Subscribed and sworn to before me  
This \_\_\_ day of \_\_\_\_\_, 20\_\_

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NOTARY PUBLIC



Book	Policy Manual
Section	(Series 6000-6999) FISCAL MANAGEMENT
Title	Non-Resident Students
Code	6254
Status	Active
Adopted	October 10, 2006

Rye City School District  
Rye, NY

6254

#### NON-RESIDENT STUDENTS

The Board of Education may decide to provide educational services for a fee (tuition) to students in good standing<sup>1</sup> from outside the geographic boundaries of the Rye City School District on a space-available basis. When making such determinations, the Board shall give consideration to present and future enrollment projections (on a school-by-school, grade-by-grade and class-by-class basis), District class size guidelines, staffing requirements, provision of appropriate physical facilities for educational purposes and the economic and school climate effects (both positive and negative) of admitting out-of-District applicants to the Rye City School District as non-resident, tuition-paying students.

It is the District's intent that all non-resident, tuition-paying students in good standing be treated consistently in accordance with District policies and individual school rules in the same manner as resident children with respect to educational services and opportunities including co-curricular, extra-curricular and inter-scholastic activities.

The Board shall establish its tuition rates annually by June 1. The tuition rates established year-to-year will reflect, at a minimum, either all tax rate increases plus special assessments to be incurred by District residents; or the District's estimated budget-to-budget increase for each year of attendance by non-resident, tuition-paying students, whichever is higher. Tuition must be paid in full according to the respective schedule S contained in either Procedure #6254 P2 or #6254 P3, and is non-refundable.

Previously enrolled non-resident, tuition-paying students must annually (by June 15) apply for re-enrollment with the District and must submit a non-refundable deposit with their application to re-enroll. Previously enrolled non-resident, tuition-paying students will generally be allowed to re-enroll in the Rye City School District until withdrawal or high school graduation, whichever comes first and as long as the student remains in good standing<sup>1</sup>. However, in all cases, the district reserves the right to discontinue the enrollment or to deny re-enrollment to any student if his/her continued attendance is not deemed in the best interest of the district and/or the student. If a student's enrollment is discontinued on this basis, tuition will not be refunded.

New applicants for admission will be considered upon submission of a pre-registration application form accompanied by payment of a non-refundable application fee. In the event that there are fewer spaces than applications, applications will be considered in the order in which they were received.

If a parent(s) wishes to submit an application for a sibling of a currently enrolled, non-resident, tuition-paying student, the application must be filed by May 15 in order to receive preference, if space is available. If received after May 15, such application will be considered on first-come, first-served basis, along with all other new applicants.

At the time of initial application, parents may request an elementary school preference for their child. However, responsibility for school and grade placement of new non-resident, tuition-paying students rests exclusively with the District which will consult with the student's parent(s)/guardian and former school (if necessary) concerning such placement.

On or about June 15 of each year, the Board shall determine whether space is available for new, non-resident, tuition-paying students and the administration shall promptly advise the pool of applicants of such determination and their individual acceptance or non-acceptance as the case may be.

Historically, the District has sought to minimize movement of its students among its elementary schools. Because of the complexity of placing non-resident, tuition-paying students into the elementary schools, it may be necessary to move a non-resident, tuition-paying student among the District's elementary schools. The District will endeavor to minimize such transfers. Best efforts will be made not to involuntarily move a student more than once during his/her elementary school career and to avoid separating siblings whenever possible.

Enrolled Students Found to Be Non-Residents and Students Becoming Non-residents During a Semester

The District strictly enforces its residency requirements for all students. Only tuition paying, non-resident students are permitted to attend the Rye Public Schools. When an enrolled student is found to be a non-resident student the process outlined in procedure #6254 p.4 shall apply.

The Superintendent shall develop appropriate application forms, contracts and other pertinent documents under advice of counsel, consistent with this policy and its related regulations and procedures.

<sup>1</sup> *For purposes of this policy, the term, "student in good standing" shall mean a student who is passing all subjects and has not, within the preceding 12 months, received any disciplinary referral(s) for violating any provision of the Rye City School District Code of Conduct for which a suspension from school is authorized and/or engaged in conduct that would violate any provision of the Rye City School District Code Of Conduct for which a suspension from school is authorized regardless of whether a referral was initiated by the Rye City School District or the school district that the student was then attending when his/her application was made.*

References:

Policy 5110

Procedure #6254P.1 Non-Resident Students

Procedure #6254P.2 Tuition Payment by Student Family

Appendix to Procedure #6254 P.2

Procedure #6254P.3 Non-Resident Students Tuition Payment by Home District

Appendix to Procedure #6254P.3

Adoption Date: April 16, 1996

Revised Policy Adoption Date: May 6, 1997

Revised Policy Adoption Date: March 7, 2000

Revised Policy Adoption Date: June 30, 2005

Revised Policy Adoption Date: October 10, 2006