

ADMISSION OF INDIVIDUAL NON-RESIDENT STUDENTS

1. The parents/guardians submit a written request to the Superintendent.
2. The Superintendent's Office will make written contact with the parents/guardians informing them of the process for tuition requests for students to attend the Governor Wentworth Regional School District.
3. The parent/guardian request is then forwarded to the school principal and/or the Director of Special Education for review (with a copy of the parent/guardian's request letter and the Superintendent's letter).
4. The principal and/or Director of Special Education review the applicant's records, interview the parent/guardian and/or student, and consider the conditions of the school to address the following:
 - a. the student's academic records, potential, and behavioral patterns
 - b. the space, program, and services that would be required if the applicant were to be accepted
5. The principal and/or Director of Special Education shall make a written recommendation (approval or denial) to the Superintendent.
6. The Superintendent determines the merit of the application and advises the Board, including the question of transportation (and cost if applicable). The Board shall act only on those applications recommended for approval by the Superintendent.
7. A letter is sent to the parent/guardian from the Superintendent (copy of letter to appropriate principal and/or Director of Special Education) indicating the action of the Board and payment schedule if applicable.

The names of tuition students who have been previously approved by the Board will be supplied to the Board for informational purposes and will require no board action (the intent of the Board is to approve a student once and as long as that student continues in the GWRSD and there are no changes in the child's educational program, no further board action is required).

This Administrative Form accompanies:
Policy **JFAB**: Revised **3/10/2025**