



**CRAVEN COUNTY SCHOOLS
DISCRETIONARY ADMISSION APPLICATION
Policy 4130**

Instructions: This application must be completed in its entirety and submitted to the Craven County Schools Central Office for review. Completion of this application does not guarantee approval for discretionary admission. Applications will be reviewed based on available space, student conduct, and academic performance, among other factors.

STUDENT INFORMATION

Full Name: _____
Date of Birth: _____
Grade Level for Admission: _____
Current School (if applicable): _____
Requested School for Admission: _____
Has the student previously attended Craven County Schools? Yes No

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name(s): _____
Home Address: _____
City, State, ZIP: _____
Phone Number: _____
Email Address: _____

Employee of CCS: Yes No

If yes, Location: _____

REASON FOR REQUEST

Please provide a detailed explanation for requesting discretionary admission (attach additional documentation if necessary):

STUDENT CONDUCT AND ACADEMIC HISTORY

1. **Has the student been suspended or expelled in the last two years?** Yes No
 - o If yes, please provide details: _____
 - o Attach signed and notarized Discipline Attestation form (per CCS policy 4115)
2. **Current GPA (if applicable):** _____
3. **Attendance record for the previous school year (number of absences):** _____
4. **Does the student have an Individualized Education Plan (IEP) or 504 Plan?** Yes No
 - o If yes, please attach relevant documentation.

RELEASE FROM HOME PSU

Students seeking discretionary admission must obtain a formal release from their home Public School Unit (PSU) before enrollment in Craven County Schools. Proof of release must be submitted with this application.

TUITION REQUIREMENTS

Parents/guardians are responsible for tuition payments associated with discretionary admission. Tuition must be paid as follows:

- **Half of the total tuition must be paid upon acceptance.**
 - **The remaining balance must be paid within 60 days of enrollment.**
- Failure to meet these payment deadlines may result in revocation of discretionary admission.

TRANSPORTATION AGREEMENT

Craven County Schools does not provide transportation for discretionary admissions. If approved, the parent/guardian must provide transportation.

I acknowledge that I am responsible for transportation if my child is approved for discretionary admission.

PARENT/GUARDIAN AGREEMENT

I understand that discretionary admission is subject to school capacity, student behavior, and academic performance. I also understand that if my child does not meet the expectations set forth by Craven County Schools, the discretionary admission may be revoked at any time.

Parent/Guardian Signature: _____

Date: _____

OFFICE USE ONLY

Date Received: _____

Application Reviewed By: _____

Decision: Approved Denied

Reason for Decision (if denied): _____

Administrator Signature: _____

Date: _____

For questions regarding this application, please contact the Craven County Schools Director of Student Services.