OLEAN CITY SCHOOL DISTRICT

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MEMORANDUM

THIS FORM APPLIES IF YOUR STUDENT RESIDES IN A SCHOOL DISTRICT OTHER THAN THE OLEAN CITY SCHOOL DISTRICT AND YOU ARE REQUESTING NON-RESIDENT ENROLLMENT

DATE: _____

TO: **Dr. Genelle Morris, Superintendent of Schools**

FROM: **Parent(s)/guardian Requesting Non-Resident Enrollment for Their Child**

Name of Parent(s)/Guardian: _____

Name of Student: _____

Please be sure to read over this information very carefully as you request permission for your child to be granted non-resident student status within the Olean City School District. These requirements apply to ALL requests for non-resident student status in grades K-12, and you must agree to all terms.

1) Separate request forms must be completed for each individual child within a family. Approval for one student does not guarantee approval for siblings or other household members.

2) The decision to accept a non-resident student is contingent upon there being sufficient room within a classroom or building to accommodate the student in our program, and if the enrollment of said student is in the best interest of the Olean City School District. Once a decision to accept a non-resident student has been made, it can and will be reversed at any time thereafter if student enrollment levels, etc., become such that the Superintendent of Schools feels that such a reversal is necessary. This situation could occur just before school starts in September or just after school starts in September when our actual secondary enrollments, etc. are finalized, or anytime during the school year that enrollment levels within a classroom or school building require such a decision to be made. Parents must understand and agree with this situation as a basic part of their non-resident student request. If this situation occurs, parents will freely and willingly make all necessary transfer arrangements within ten (10) school days of the receipt of notification of the decision by the Superintendent of Schools

3) **The district will not provide bus services for non-resident students.** Transportation of non-district students to/from school and school-related activities is the parent(s)/guardian(s) responsibility.

4) Once a request is granted it is good for one school year. Each and every year thereafter, an additional request must be made.. Each time the request must fully comply with all requirements. No students who were granted permission previously will be “grandfathered”. Failure to request permission for follow up approval by June 1st, for the following school year, will result in the student being denied approval as a non-resident student.

Olean City School District
Non-RESIDENT Application/Agreement

AGREEMENT

I, the parent/guardian of _____ , have ***read and understand*** the Non-Resident
(Name of Student)
Enrollment Memorandum/Application and Board of Education Policy #7131 which outline the criteria for approval for enrollment of a non-resident student and the definition of a "Student in Good Standing". I understand that my child must meet these criteria for non-resident enrollment to continue. Further, ***I/we fully agree with all of the requirements as stated***, as conditions of enrollment and continuing enrollment, to abide by all of these requirements.

I understand and agree that if approval of my child's non-resident enrollment should be reversed at any time, for any reason, I will freely and willingly make all necessary transfer arrangements within ten (10) school days of the receipt of notification of the decision by the Superintendent of Schools

SIGNATURES

Parent/Guardian:_____Date:_____

Parent/Guardian:_____Date:_____

Home Address of Student: _____

_____

Telephone Number:_____Grade Level:_____

Why are you requesting your child be allowed to attend a school outside his/her district of residence?

_____

_____

Name of school district of residence:_____

Which building are you requesting your child to attend:	East View Elementary ☐	Washington West Elementary ☐	Olean Intermediate Middle School ☐	Olean High School ☐

Effective date of enrollment in the building being requested:_____

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Date Request Received By District:_____

Request Approval/Denial By:_____