

**FRANCIS HOWELL SCHOOL DISTRICT**

**801 Corporate Centre Drive O'Fallon, MO 63368**

**Phone: 636-851-4076 / Fax: 636-851-4090**

**APPLICATION FOR ATTENDANCE/ TUITION WAIVER FOR CHILDREN OF  
NONRESIDENT/RESIDENT EMPLOYEES**

Children of nonresident District employees are allowed to attend District schools as a resident student subject to the following conditions: the child has not left a previous school due to suspension, expulsion or another questionable circumstance; the student maintains acceptable academic standards, **a 90% or above attendance and less than five office referrals**; the employee or student's other parent does not disrupt the child's school, bus or other educational setting; the Director of Services will determine the specific school placement; the arrangement shall not be allowed to interfere with the employee's work or availability for overtime or extra duty; and the parent(s)guardian(s) must complete this application and agree to all requirements. If the student(s) or employee fails to meet any of the standards, the waiver will be rescinded, and the student(s) will not be permitted to enroll in the FHSD. Employees may request a school placement, but they are not guaranteed a placement due to capacity or other relevant issues. **Please note: Transportation services will not be provided.**

COMPLETE THIS FORM AND SUBMIT TO:  
Dr. Kevin Morrison, Director of Student Services  
Kate O'Neal, Administrative Assistant  
[kate.oneal@fhdschools.org](mailto:kate.oneal@fhdschools.org)

FHSD Employee Name \_\_\_\_\_ Work Location \_\_\_\_\_

Employee & Parent(s) Email \_\_\_\_\_

Additional Parent Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (C) \_\_\_\_\_ Phone (W) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home District \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Requested School \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Attendance \_\_\_\_\_ Behavior \_\_\_\_\_ Grades/GPA \_\_\_\_\_ Other \_\_\_\_\_

Parent/Guardian Employment Status Verified with HR \_\_\_\_\_ Request Status Approved  Denied

Superintendent Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

School(s) Notified: \_\_\_\_\_ Parent Notified: \_\_\_\_\_ Dept. Initials: \_\_\_\_\_