

Non-Resident or Out-of-Zone Application Information

The following procedure is in place for those parents seeking approval for their students to attend a school outside of their assigned attendance zone:

1. Applications for new and renewal requests will be accepted beginning February 1 through June 1 for the upcoming school year.
2. Students currently approved for non-resident or out-of-zone placement must re-apply annually for approval to continue. Students approved for a magnet school do not need to re-apply annually.
3. Out-of-zone applications must have two proper proof of residencies attached - a signed copy of the lease agreement or a copy of the mortgage payment AND a copy of a current utility bill.
4. Applications with the IEP box checked – must include copy of the current IEP.
5. First-time non-resident applicants must include a copy of the student's conduct and attendance records from their current school.
6. Completed applications should be submitted to the Department of Student Services at the School Board Office.
7. Approval of applications will be based on the student being in good standing and space availability at the requested school.
8. Applications for kindergarten students may not be processed until after August 15th of each year.
9. It is the parent's responsibility to provide transportation to and from school for any student who is approved to attend on a non-resident or out-of-zone request.
10. The York County School Division reserves the right to withdraw approval of a non-resident or out-of-zone student at any time.

K-12 Non-Resident or Out-of-Zone Student Application

Please Complete and Return this Form to: York County School Division, Department of Student Services, 302 Dare Road, Yorktown, VA 23692 (or e-mail to: ooz@ycsd.york.va.us)			
Application for 20__/20__ school year		ARE YOU APPLYING FOR THE MAGNET PROGRAM? ☐ Yes ☐ No	
Name of Student	☐ Male ☐ Female	Grade Level for school year applied	
Name of Parent/Legal Guardian ☐ Mr. ☐ Ms. ☐ Mrs.	1 st School of Choice		
	2 nd School of Choice		
FT YCSD employee? ☐ Yes	FT York County employee? ☐ Yes	Tuition Applicant? ☐ Yes ☐ No	
Phone (H)	(W)	(C)	
Current Mailing Address - If York County resident, proof of residency required (lease or mortgage statement <u>AND</u> utility bill).			
Street Address	City	State	Zip
Email Address			
Student's Current School		Zoned School	
Student is enrolled in a special program (#4 below) – Attach IEP documentation. ☐ SOA ☐ ROTC ☐ IEP ☐ NEW HORIZONS			
Reason for submitting this application (a separate letter can be attached if deemed necessary):			
York County School Board Policy File JC, School Attendance Areas, permits students to attend a school outside of the assigned attendance zone under certain conditions. Applications will be accepted beginning February 1 through June 1 for the upcoming school year. Applications for kindergarten students may not be processed until after August 15 of each year. The following conditions apply: - Only K-12 non-resident students who are in good standing in their residing school division will be considered for non-resident enrollment. First-time non-resident applicants need to attach attendance and disciplinary records. - Tuition will be charged for non-resident students whose parents or guardians are not full time employees of the York County School Division or York County. Contact the Budget and Financial Analyst for current tuition rates. - Enrollment in the school of choice may be determined by space availability in a grade level, in certain programs or in the school. Secondary student enrollment will also be based on the availability of courses. - The division superintendent may admit non-resident students to special programs on a space available basis. The division superintendent is authorized to develop financial arrangements for non-resident students admitted to special programs that will result in no additional expense to the York County School Division (Policy File JEC). - Enrollment will be for the duration of the school year. - It is understood that the student is to abide by School Board attendance policies and the conduct code as provided in the student handbook. The privilege of enrollment may be terminated if these guidelines are not followed. - Transportation to the school of choice is the parents' responsibility. - With the exception of rising freshmen, any student who chooses to transfer under the "non-resident policy," which includes out-of-zone students, will be ineligible to compete in Virginia High School League-sponsored athletic or scholastic activities for 365 consecutive calendar days after being enrolled in the new school. Please contact the school's athletic director if you have any questions regarding eligibility before completing this application. - A particular course or an entire school may be closed to non-resident enrollment at any time by the division superintendent, as necessary, to further the best interests of the school division and to maintain the quality of the instructional program.			
I certify that I am a York County employee and authorize the release of information regarding my employment. In addition, I certify that the above information is complete and accurate and agree to the nine conditions in Policy JC listed above.			
York County Employee Signature			Date
I certify that the above information is complete and accurate and agree to the nine conditions in Policy JC listed above. <i>NOTE: The Code of Virginia §22.1-264.1 states that a parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.</i>			
Parent/Legal Guardian Signature			Date

Office Use Only

Application for School Year: 20__ - 20__		Date Received		Initials
Student Services	Special Education	Batch No.	☐ Approved	☐ Not Approved

Note: If a non-resident student is approved for attendance in the York County School Division and later requires additional services that create a financial impact on the division, the costs shall be borne by the non-resident student's family as a condition for continued enrollment.