



OUT OF ZONE/SPECIAL REQUEST APPLICATION

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Request for School Year: 2026-2027

Any approval is for the current school year only

Deadline to Submit - April 30th, 2026

****If submitted after April 30th, application may not be reviewed until after school begins in August.***

If your circumstances change, you are required to notify the school immediately.

Additional documentation may be attached to this application.

If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student Conduct, the decision will be final and there will be no right of appeal. Attending school Out of Zone is a privilege and not a right. Suffolk Public Schools reserves the right to revoke an Out of Zone waiver at any time when in the best interest of Suffolk Public Schools.

Under VHSL rules, subsequent student-requested transfers (or returning to a regular school of assignment) will generally result in 365 days of ineligibility unless there is an actual corresponding change of residence of the parents or guardian. Parents or guardians are responsible for understanding all potential consequences of changing schools by special permission.

Parent/Guardian Name: _____

Street Address: _____ City: _____ State: _____

Zip: _____ Telephone Number: _____ E-mail address: _____

Suffolk School currently attending: _____

Student: _____ DOB: _____ 26-27 Grade Level: _____ Requested School: _____

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Current Home Zoned School: Elementary: _____ Middle: _____ High: _____

Directions: Please **only** complete the section below that applies to your circumstances.

SECTION A: If you are a SPS employee

SECTION B: If you are using child care (elem. students only)- Please submit a Suffolk DMV I.D. and current utility bill (gas, water or electric) OR lease or mortgage statement for all addresses involved

SECTION C: If you do not have a regular night time residence-Please submit photo ID and supporting documents

SECTION D: For all other requests – Please submit Suffolk DMV I.D.'s and current utility bill (gas, water or electric) OR lease, mortgage statement for all addresses involved and any supporting documents

***Section A: Suffolk Public Schools Employee**

Attendance and Behavior/Discipline records are required for all students NEW to Suffolk Public Schools

Employee Name: _____ Employee ID: _____

Employee Base School/Location: _____

SECTION B: If you are using child care (elem. students only)- Please submit a Suffolk DMV I.D. and current utility bill (gas, water or electric) OR lease or mortgage statement for all addresses involved.

If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student Conduct, the decision will be final and there will be no right of appeal.

***Child Care (This section must be notarized and sealed.)**

Name of Child Care Provider: _____

☐ In Zone ☐ Out of Zone

Address: _____ Telephone Number: _____

Childcare Provider's Signature

Date:

Parent/Guardian Signature

Date

Notary Public

Date

Notary Public

Date

My commission expires: _____
Date

My commission expires: _____
Date

SEAL:

SEAL:

***Section C: Homelessness is defined as anyone, due to lack of housing, who lives:**

- In emergency transitional shelters
- In motels, hotels, campgrounds, abandoned in hospitals, awaiting foster care placement
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends due to eviction, domestic violence, or another situation rendering homeless

Presently do you and/or your family lack a fixed, regular, and adequate night time residence because of any of the following situations:

☐ Temporarily staying in a shelter:

☐ Agency name: _____ (letter provided ____Y ____ N)

☐ Transitional housing: Agency Name: _____

☐ ** Temporarily staying with someone due to an eviction, domestic violence, or another situation rendering the family homeless. A utility bill (i.e. current water, electric, gas, lease) from the homeowner is required.

☐ Eviction – please attach copy of documentation

☐ Domestic violence

☐ Other (explain) _____

☐ Temporarily living in a car, park, campground, public space, abandoned building, or substandard housing

☐ Temporarily living in a motel or hotel due to loss of housing or similar reason

☐ Motel/hotel receipt or copy of registration card

☐ Identify the name of the motel/hotel: _____

☐ Other: _____

****You are NOT eligible for out of zone school attendance under Section D, Homelessness, if you are living with relatives or friends and you have a fixed, regular, and adequate nighttime residence. STOP HERE**
You Must Complete the Proof of Residency Enrollment Form (page 5)

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

 Parent/Guardian Signature

 Date

 Notary Public

 Date

My commission expires: _____ **SEAL:**
 Date

OUT OF ZONE/SPECIAL REQUEST APPLICATION

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If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student conduct, the decision will be final and there will be no right of appeal.

***Section D: Special Circumstances:** _____

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Parent/Guardian Signature

Date

Notary Public

Date

My Commission Expires: _____
Date

SEAL:

Effective July 1, 2006, House Bill 1222 was enacted by the General Assembly of Virginia as stated below:

Any person who knowingly makes a false statement concerning the residency of a child, as determined by §22.1-3, in particular school division or school attendance zone, for the purpose of (i) avoiding the tuition charges authorized by §22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 Misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statement for tuition charges, pursuant to §22.1-5, for the time the student was enrolled in such school division.

For Office Use Only

Date Received: _____

Ticket #: _____

Approved: _____ Disapproved: _____ Date: _____

Comments: _____

PROOF OF RESIDENCY ENROLLMENT

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Virginia Code Section 22.1-3 and School Board Policy Section 9-7.1 provide that public schools in each school division shall be free to each person of school age who resides within the school division. School Board Policy Section 9-2.1 also require students to attend school in the designated attendance area in which they have legal residence, unless special permission is granted by the School Board, Superintendent or Student Services Review Committee to attend school out of zone. Suffolk Public Schools require proof of residency in order to attend Suffolk Public Schools on a non-tuition basis.

You may establish residency in the City of Suffolk by providing your DMV Identification card and any of the following. Please check what applies to you and provide supporting documentation:

- ☐ **A current utility bill** (i.e. water, electric, gas) in **YOUR** name showing the City of Suffolk address. Please provide copy of the utility bill.
- ☐ **A current lease** in **YOUR** name showing the City of Suffolk address. Please provide copy of the lease.
- ☐ **Purchasing a home in the City of Suffolk** Please provide copy of the signed contract with the proposed closing date listed and/or mortgage.
- ☐ **Living with a family member or friend for 30 days or more** in the City of Suffolk and I consider this to be my fixed, regular, and adequate nighttime residence. Please provide a Virginia Driver's License or Division of Motor Vehicles Identification Card with the current Suffolk address for **you and the homeowner**. Also provide a **current** utility bill (gas, water or electric) **OR** lease or mortgage statement in the homeowner's name with the Suffolk address. Virginia Code Section 46.2-324 requires that you notify the Department of Motor Vehicles of any change in address within 30 days of having moved from the address appearing on your Driver's License. Please provide a copy of the updated Virginia Driver's License or Division of Motor Vehicles Identification Card with the Suffolk address.

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

_____ Parent/Guardian Signature	_____ Date
_____ Notary Public	_____ Date
My commission expires: _____ Date	SEAL:

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Revised 2/26