



# Richmond County Public Schools

## 2026-2027 Non-Resident Application

Received:
-----------

Student Name:		Date of Birth:
Physical Address:		
Mailing Address:		
Parent(s) or Guardian(s):		
Phone:	Home ( )	Cell ( ) Work ( )
Email Address:		
County of Residence:		
Last School Attended:		2026-2027 Grade:
Reason for applying to Richmond County Public Schools:		
Has your child experienced any attendance, academic or discipline problems in his/her current school? YES ( ) NO ( )		
If "YES", please explain:		
Are there any criminal or civil charges pending against your child? YES ( ) NO ( )		
Will your child need Special Education services under IDEA II or Section 504 of the Rehabilitation Act? YES ( ) NO ( )		
If "YES", please attach all eligibility documents and most current IEP to this application.		
Please initial this section indicating you understand that either you or the school division (if services are not available in your home school division) of your residence must bear the actual cost of any special education services your child may receive. _____		
Is a parent/guardian an employee of Richmond County Public Schools? YES ( ) NO ( )		
School Name: _____		
Is a parent/guardian an employee of Richmond County? YES ( ) NO ( )		
Department: _____		
I have read Richmond County Public Schools Non-Resident Student Policy JECC found on <a href="http://www.richmond-county.k12.va.us">www.richmond-county.k12.va.us</a> and found on the back of this form. I understand and agree to the terms for initial and continued admission. I certify by my signature that all information in this application is correct. I further acknowledge that Richmond County Public Schools reserve the right to assign my child to any appropriate school where space is available.		
Signature: _____		Date: _____
Printed Name: _____		
<b>FOR HIGH SCHOOL STUDENTS ONLY:</b> <b>VHSL RULES APPLY TO HIGH SCHOOL STUDENTS WISHING TO TRANSFER</b> Section 28-6-1 Transfer rule of the Virginia High School League states that a student will be ineligible to participate in VHSL sponsored activities for 365 consecutive calendar days if enrolled in one high school and subsequently transfers to another high school without a corresponding change in residence of his/her parents/guardians. Visit the VHSL website at <a href="https://www.vhsl.org/eligibility/">https://www.vhsl.org/eligibility/</a> for more details. <b><u>HIGH SCHOOL PARENT/GUARDIAN PLEASE SIGN TO VERIFY YOU UNDERSTAND THIS RULE.</u></b>		
Signature: _____		Date: _____

<p><b>Return application to:</b>          Richmond County School Board Office          PO Box 1507          92 Walnut Street          Warsaw, VA 22572          Fax 804-333-5586          Email application to:  <a href="mailto:dfox@richmond-county.k12.va.us">dfox@richmond-county.k12.va.us</a></p>	<p>The following documents must be submitted with application for consideration:</p> <ol style="list-style-type: none"> <li>1. Attendance Record</li> <li>2. Discipline Record</li> <li>3. Transcript</li> </ol>	<p><b>RECOMMENDATION:</b></p> <p>Administration Signature: _____</p> <p>Date: _____</p>
---	--	---

Decisions on admission will not be made until all required documentation is complete. Documentation that must be submitted includes:

- Transcript
- Special Education/504 Documentation (if applicable)
- Grades for the end of the current school year
- Discipline Record
- History of Attendance

A check of references from previous school(s) will be conducted by RCPS prior to any decision.

---

## Policy Code JECC (last updated February 23, 2018) as pertains to Non-Resident Students

### NON RESIDENT STUDENT ATTENDANCE

#### 2. Non-Resident Student Attendance

A non-resident student is a person of school age who is deemed not to reside in the Richmond County Public School attendance zone. The Superintendent will establish non-resident student enrollment limits based on Richmond County student population. Once enrollment limits are established, each grade level will be examined and a determination will be made if additional students will be accepted. Strict adherence to classroom and school capacity will be considered in the acceptance of non-resident students who meet enrollment criteria. The approval of enrollment for non-resident students shall be for a one-year term or the remainder of the school year, whichever is the shorter time period.

#### 3. Criteria for Non-Resident Attendance

- A. Readily available space in the school;
- B. Student's attendance not occasioning or implicating any additional cost, direct or indirect, to the Richmond County Public Schools;
- C. Absence of student discipline incidents in another school division;
- D. Absence of criminal or civil charges or adverse adjudications otherwise against the student; special consideration of attendance and satisfactory academic achievement;
- E. Satisfaction of all other requirements of any student's admission for the first time to any public school within the division, such as birth record or other information and affiliations;

#### 5. Children of Non-Resident Richmond County Employees

- A. Non-resident students whose parents or guardians are employees of the Richmond County Public Schools or Richmond County may enroll their children in Richmond County Public Schools tuition free. Such enrollment shall be contingent upon meeting the criteria specified in this policy for non-resident students and is subject to the provisions of paragraph 9 of this policy;
- B. Non-resident students, whose parents or guardians leave the employee of Richmond County Public Schools or Richmond County during any semester, shall be permitted to finish that semester;
- C. Employees wishing to enroll their children must annually notify the office of the Superintendent of their intention to do so by May 15th of the year preceding the desired enrollment.

#### 6. Non-Resident IDEA and Section 504 Students

Attendance in the Richmond County Public Schools of a non-resident student with disabilities does not create a legal obligation for the Richmond County School Board to provide the child with a free appropriate public education under Federal or Virginia law. The responsibility to provide such education and services always remains the obligation of the school division of residency. If the parents or the resident school division apply to place a student in the Richmond County Public Schools because the resident school division has determined it has no appropriate placement for the student and/or because the resident school division has agreed to an alternative placement pursuant to an IEP for the student, the resident school division and/or parent(s)/guardian(s) remain responsible for all necessary and reasonable expenses incurred by Richmond County Public Schools in providing the student with the required education in excess of any state and federal funds paid to the Richmond County School Board. Under no circumstances shall Richmond County Public Schools be responsible for the costs and expenses of providing special education and related services to any non-resident student with a disability. For non-resident students with disabilities to be enrolled, a proper application must be filled out, the student must meet the criteria for enrollments as specified in this policy, provide the current IEP, and there must be a prior written agreement with the resident school division for costs of all services, subject to the ultimate review and approval of the Superintendent or designee.

#### 7. Termination

Richmond County Public Schools reserves the right to terminate at any time the enrollment of a non-resident student should that student become a disruptive influence, a discipline problem, be charged with a crime reportable to the Superintendent, have an attendance problem, or for any reason that in the discretion of the Superintendent or designee indicates the student's continued enrollment would be a detriment to Richmond County Public Schools. Termination of enrollment of a non-resident student may be made unilaterally by school authorities with no right to a hearing or any other appeal process by the nonresident parent or student.