



Learning For All • Whatever It Takes

PO Box 370 - 123 N. Eisenhower - Junction City, KS 66441-0370  
785.717.4000 — Fax 785.717.4003 www.usd475.org

## Nonresident Enrollment Denial Appeal

### Nonresident Enrollment Denial Appeal Process:

1. This completed application and supporting documentation must be received by the USD 475 Associate Superintendent, at 123 N. Eisenhower Junction City, KS 66441 or by email at CourtneyEichhorn@usd475.org no more than 10 days following notification of enrollment denial.
2. The USD 475 Board of Education will consider this appeal during their next regularly scheduled meeting.
3. The USD 475 Associate Superintendent will notify the parent/guardian who submitted the appeal within 5 days of the Board of Education determination.

Student Applicant Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Appeal Submission Date: \_\_\_\_\_

Parent/Guardian Contact: \_\_\_\_\_  
Phone \_\_\_\_\_ Email address \_\_\_\_\_

Please describe why you believe the student named above should be allowed to enroll in USD 475 for the 2024-2025 school year. Include copies of additional materials not submitted with the original application, including but not limited to: attendance records; discipline records; academic transcripts; and/or reference letters.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Nonresident Enrollment Denial Notification Date: \_\_\_\_\_ Recipient Initials: \_\_\_\_\_

Appeal and Materials Received Date: \_\_\_\_\_

**For office use only:**

Nonresident Enrollment Denial Notification Date: \_\_\_\_\_ Recipient Initials: \_\_\_\_\_

Appeal and Materials Received Date: \_\_\_\_\_