

**Application and Contract for Out-of-District Request**

Application must be submitted by July 1 to be considered for the coming school year. The Director of Pupil Personnel will review special circumstance after the application deadline.

**SCHOOL YEAR** \_\_\_\_\_

**STUDENT INFORMATION**

First Name _____	Middle Name _____	Last Name _____
Date of Birth _____	Current Grade Level _____	
Address _____	Zip Code _____	
Last /Current School Attended _____		
Requested School _____		
Is student currently in any type of special education class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify the program your child is in _____		
Has student been suspended or expelled from any public school? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please attach the appropriate documentation. <b>NCS Board Policy 09.12</b>		

**PARENT/GUARDIAN INFORMATION**

First Name _____	Last Name _____
Phone (Home) _____	Phone (Work) _____
Email _____	Phone (Cell) _____

**AGREEMENT TO BOARD POLICY**

It is the policy of the Nelson County Public Schools that in the case of an approved Out-of-District assignment:

1. Adequate and timely transportation to and from school will be the responsibility of the parent/guardian.
2. First semester processing fee of \$90.00 will be due by August 1 or at the time of enrollment. Second semester processing fee of \$90.00 will be due by January 1. (Full payment of \$180.00 may be paid by August 1.) The processing fee will be paid to the Principal or his/her designee.
3. The student is expected to:
  - (a) remain in compliance with the Nelson County School Attendance Policy
  - (b) maintain a grade of C or better
  - (c) follow behavior guidelines listed in the school’s Discipline Code Handbook
  - (d) follow guidelines for payment of processing fee

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Once attending school in the District, Out-Of-District students are subject to disciplinary action under the District Code of Acceptable Behavior and Discipline, up to and including expulsion. Acceptance for enrollment in subsequent years shall be reviewed at the end of each school year by the Principal/designee.

Out-of-District placement can be revoked if the school is projected to be over capacity. Out-of-District placement shall not be made if the requested school is above 90% capacity.

Legal custody papers are required for all students not living with both parents. Proof of identification will be required of the custodial parent. A birth certificate or other reliable proof of identity and age is required for all students.

**DOCUMENTATION NEEDED IN ADDITION TO APPLICATION AND CONTRACT**

- A copy of the student’s attendance, behavior (e.g. Infinite Campus reports) and academic information (transcripts and class schedule) covering at least two (2) previous years of school performance. The student must be in compliance to the state attendance policy, maintaining a grade average of C or better, and have a good behavior record to be considered for this request.

Applications will not be reviewed without this required documentation. Students may not be accepted for up to two (2) weeks after application in order to provide time to review the student’s records.

**Please submit this Application/Contract Request and documentation to the Director of Pupil Personnel’s Office, located at Nelson County Board of Education, 288 Wildcat Lane, Bardstown, KY 40004. The request will be reviewed by the Director of Pupil Personnel and Director of Education and they will forward the request and recommendation to the Principal/designee at the requested school for review/decision. If not in agreement, the Principal will contact the DPP and Director of Education for further review.**

**NOTICE**

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
2. In the case of a prior alternative school placement, the application will be review by the Director of Secondary Education in collaboration with the DPP and the alternative school Principal.

*I understand that, if approved, this assignment will be granted only for the requested school year, that assignment may be revoke for any subsequent school year, and that I shall be responsible for my child’s transportation to and from school.*

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

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Director of Pupil Personnel Signature Date

**CENTRAL OFFICE USE ONLY**

Date Submitted \_\_\_\_\_  Approved  Denied

**RELATED PROCEDURE:**  
09.12 AP.1

Review/Revised:8/15/2017