

**Application for Out-of-Area Request**

NOTE: When dealing with homeless youth and foster children, the assignment to attendance zones shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned attendance area.

Application must be submitted no later than January 31<sup>st</sup> to be considered for the next 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 _____		
School of Residence _____		
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: _____		

**PARENT/GUARDIAN INFORMATION**

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

**AGREEMENT TO BOARD POLICY**

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

1. Adequate and timely transportation to and from school will be the responsibility of the parent/guardian.
2. 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

Once attending school in the District, out-of-area 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 may be reviewed at the end of each school year.

I understand an Out-of-Area (OOA) placement is probationary and can be revoked if the school is projected to be over capacity. OOA placement shall not be made if the requested school is above 90% capacity.

**Application for Out-of-Area Request (cont.)**

Please enter the reason(s) for making an out-of-area request below. Use a separate sheet of paper if needed.

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

<b>CENTRAL OFFICE USE ONLY</b>	
Date Submitted _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<hr/> Superintendent/Designee Signature _____ Date _____	

**APPEAL**

A parent/legal guardian or adult student who disagrees with the denial of an out-of-area request may file a written appeal with the Director of Pupil Personnel (DPP) within five (5) days of receipt of the decision. A review of the decision shall be conducted by the DPP who will either uphold or deny the decision. The parent/legal guardian and the Principal will be notified of the decision in writing. The decision of the DPP as the Superintendent’s designee, is final.

Review/Revised:8/15/2017