

Oneonta City Schools
Non-Resident Enrollment Application

School: _____ Date: _____

Student name: _____

Age: _____ Grade level applying for: _____ Anticipated start date: _____

Other sibling(s) applying for enrollment: _____ Grade(s): _____
(submit separate form for each student applying for enrollment)

Prior School: _____ School Address: _____

Parent/Guardian: _____

Physical Address: _____ County: _____

Mailing Address (if different): _____ County: _____

Home Phone: _____ Work/Cell Phone: _____

School system you are currently zoned for: _____

Reason for applying: _____

Are there any current or pending disciplinary actions from any school for this student: Yes ____, No ____
If yes, explain _____

Oneonta City Schools does not provide transportation to or from school to non-resident students.

I have read Oneonta City School Board Policy 102, and agree to the terms set forth. I acknowledge and understand the policy revision item #P as of May 2022 requiring out-of-district students to reapply as they enter each school (being 6th and 9th grades) and before third grade.

Please attach or send a copy of the student's grades, discipline and attendance reports.

Parent/Guardian Signature: _____ Date: _____

For office use only:

Principal's Certification: I have completed a background investigation and the student(s) requesting enrollment meets criteria established in school board policy. I recommend approval of the enrollment request.

Principal's Signature: _____ Date: _____

Superintendent's Action: Yes _____ No _____

Superintendent's Approval: _____ Date _____

School Board Action: Board Approval: Yes _____ No _____ Date: _____

POLICY: SCHOOL ATTENDANCE ZONE, NON-RESIDENT STUDENTS

POLICY NUMBER: 102

The Oneonta City Board of Education, in accordance with all legal mandates, hereby establishes the parameters within which students may attend the schools under its jurisdiction, thus becoming a part of the school system's organization.

Resident students are those students whose parents or legal guardians live within the city limits of Oneonta. To meet residency requirements, a student must physically reside full time at a place of abode (house, apartment, etc.) within the city limits of Oneonta. Therefore, legal residence shall mean the true, fixed, permanent, and primary home of parents or legal guardian. Legal residence of a home is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed, permanent, primary establishment of the parent or legal guardian.

Non-resident students (also commonly called out-of-district students) are those students whose parents or legal guardians do not meet the residency requirements. A non-resident student may apply to attend Oneonta City Schools provided space and programs are available to meet the student's needs. The Board will consider requests for out-of-district under the following conditions:

- A. Only students in "good standing," i.e., academically, behaviorally, regular in attendance, and supported by parental cooperation, will be considered. In addition, a student who applies for readmission must be current in payment of fees.
- B. An approved application signed by the Superintendent must be on file in the central office prior to the beginning of the school year or semester.
- C. The tuition fee shall be established by the Board and paid as determined by the Administration each school year.
- D. Application for non-resident admission can be made at any time. The principal can recommend acceptance at any time.
- E. Students who move out of the Oneonta City School District during the school year and wish to remain in attendance at Oneonta schools must (1) notify the school as required and (2) request permission from the school board to complete the year and (3) pay a prorated out-of-district fee. They must also reapply for permission the following year if they wish to remain in attendance at Oneonta City Schools.
- F. All students must have proof of residence as determined by the school administration on file.
- G. Families in the process of building a house or otherwise moving into the Oneonta school district, will be allowed to enroll students by presenting proof of the building process or the contract date. The prorated fee approved by the Board will be charged until legal residence is established.
- H. If a student lives with someone other than his/her parent(s) inside the Oneonta City School District, all requirements of non-resident students must be met with the following exceptions:
 - 1) That person must have legal custody of the student and present proof of that custody.
 - 2) Enrollment may be allowed based upon temporary delegation of parental authority. This exception may be made only with special permission of the Superintendent or his designee (usually the Principal) pursuant to a written request fully documenting the emergency situation or extenuating circumstances justifying the exception. Such exceptions, when justified, shall be granted only for such duration of time as appropriate under circumstances, normally not to exceed one year. The school will provide Delegation of Powers and Acceptance of Appointment paperwork if reasons are compelling. Parents and guardians should execute affidavit (notarized documents).

- I. Full-time salaried employees of the school system and/or full-time instructional assistants, (aides), employed by an agency contracted by the school system, may request admission of their out-of-district children by submitting an application to the Superintendent. No tuition fee shall be charged and these students must be in "good standing" according to 102.A.
- J. Non-resident students will be reviewed each semester. An out-of-district student may be placed on probation or may have acceptance revoked for not being in "good standing" academically, behaviorally, regular in attendance, or supported by parental cooperation.
- K. An early enrollment period shall be open for currently enrolled out-of-district students. When enrollment numbers require that limitations be placed on grades the school administration will recommend the order of enrollment based on the needs of the students and applicable school restrictions.
- L. The Oneonta City Board of Education will have the final authority in the admittance of non-resident (out-of-district) students.
- M. Admission of a non-resident student must not result in a financial hardship for Oneonta City Schools.
- N. The parents or legal guardians will be responsible for providing transportation of the student to and from school. Failure to make appropriate arrangements for transportation, including on days requiring early dismissal due to emergency or otherwise, may result in a student's dismissal.
- O. Correct residency information must be provided.
- P. Out-of-district students will reapply as they enter each school and before third grade.

The Oneonta City Board reserves the right and responsibility to monitor and enforce the school attendance zone and non-resident policy. This includes the right to investigate, without further notice, cases in which it is unclear or reported to school officials that a student may not be meeting the residency requirements. This investigative authority extends to the use of outside investigators who may use any legal means at their disposal to determine the actual permanent and primary home of the student or the student's legal guardian.

Providing misinformation or failure to abide by the above mentioned conditions of this policy may result in the withdrawal of the student. Any variances of this policy may only be made at the recommendation of the Superintendent and upon Board approval.

STATUTORY AUTHORITY:

Legal Ref.: N/A

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02, 05/06, 07/10, 06/12, 05/15, 03/19, 05/22 Formerly:
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