

## 2015-16 Special Pupil Requests and Non-Resident Admissions Board Policy (4.06)

Parents may ask for Special Pupil Request (SPR) forms beginning April 20<sup>th</sup>, 2015 through July 30, 2015. A Principal's primary consideration in approving SPRs will be the ability to maintain class size caps throughout grade levels. Forms not processed by the July 30<sup>th</sup> deadline will only be approved by the Director of Academic Support. Parents must provide transportation for all approved SPR's.

Schools closed to the SPR process due to capacity issues are as follows:

<u>Elementary Schools</u>	<u>Junior Highs</u>	<u>High Schools</u>
Argyle	Oakleaf	Oakleaf
Oakleaf Village		Fleming Island
Orange Park		Middleburg
Plantations Oaks		
Tynes		

All other schools not listed above are OPEN based on grade level space availability. The school Principal must verify the space availability and approve the SPR.

Requests for McKay Scholarships may be considered at any time. Space availability is limited to programs capable of providing those services required by the student's IEP and exists within the transportation zone.

Board Policy 4.06 allows consideration for SPRs to include: student's documented medical condition; keep siblings together; students about to enter their senior year; and students who reside in Clay County who currently have an approved SPR will not need to reapply to continue attending that same school the following year. Principals have the right to rescind an SPR at any time attendance, grades, behavior, etc. become issues and return students to their zoned schools.

Child Care: (Applicable to elementary students only) Parents who desire an SPR because of before/after school care may make application provided the day care provider is located within the attendance area of the requested school and the requested school is open. Approval is based on the above stated guidelines regarding enrollment, space availability, and staff.

## NON-RESIDENT ADMISSIONS

NON-RESIDENT ADMISSIONS: Board Policy: 4.06(B) EMPLOYEES, 4.06(E) others. PLEASE **note non-resident employees** need only obtain release from their County of residence and write a letter requesting admission giving student's full name, grade, school to attend, and parents SDCC work location. **All others** need to obtain their County's release and complete the "Non-Resident Request for Admission" paperwork every year. Guidelines for consideration, when the appropriate paperwork is received, are as follows:

**EMPLOYEES:** employees' children may attend where parent requests as long as satisfactory grades, attendance, and discipline are maintained.

**"FUTURE" CLAY COUNTY RESIDENTS:** Parents must provide the school a notarized copy of their contract, with a copy of the Building Permit, to apply for admission into **Clay County**. The building Permit must be active and identify a reasonable completion date (not more than four (4) months).

**KEYSTONE HEIGHTS ELEMENTARY SCHOOL-**Is an open school with conditions as listed below:

**CURRENT NON-RESIDENT STUDENTS:** Students currently attending KHES may reapply for admission into Clay County at KHES for the 2015-16 school year. This procedure applies only to non-resident business owners and non-resident school board employees.

**CURRENT NON-RESIDENT STUDENTS OF BUSINESS OWNERS:** School District of Clay County will accept children of business owners who operate their business within the KHES school zone during the 2015-16 school year. The children of business owners may receive "Non-Resident" status in the school zone in which the business operates. Business owners must supply the following when seeking "Non-Resident" status:

1. Student release from school district where residence is located.
2. Valid Keystone Heights business license.
3. Title or lease agreement of property indicating business location.

**Note: this special consideration IS NOT extended to holders of business licenses for seasonal sales, door-to-door sales, or vehicular vending sales.** The Principal of KHES will request that all students currently enrolled provide **proof of residency** to continue their enrollment at KHES.

**McRae Elementary School:** Parents who wish to have their children enrolled in McRae Elementary may take advantage of a school bus which will transport the children from the drop-off at KHES to MRE. In the afternoon, the bus will return students from MRE to KHES for parent pick-up.

All questions concerning SPR's may be directed to Mr. Michael Wingate at 904-529-2613.