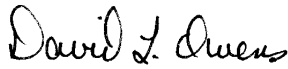


DATE: February 20, 2007

TO: All Principals

FROM: David Owens, Superintendent 

**RE:** *2007/08 SPECIAL PUPIL REQUESTS; 2007/08 NON-RESIDENT ADMISSIONS*  
**Board Policy 4.06 PUPIL ASSIGNMENT** remains in effect for the 2006/07 school year without change. Guidelines below for 2007/08:

STATUS	SCHOOL	ACTION REQUIRED
<b>CLOSED</b> schools to accept students residing out of the schools' established zones	<b>KHE</b> (see attached directives). <b>AES,CGE, DIS, FIE,LAE,LES, MBE,OLS,OPE,PES,RVE, SPC, TBE,LAJH.</b>  <b>ALL Clay County High Schools will be closed except for CHS and Academies listed below:</b> <b>FIH</b> (exception for Academy of Business Finance; Information Technology; Academy of Television & Photo Journalism). <b>RHS</b> (exception for IB Program; Academy of Culinary Arts). <b>CHS</b> (exception for Academy of Law and Emergency Services; Future Educators Academy). <b>OPHS</b> (exception for Academy of Engineering & Design Tech; Academy of Health & Human Service). <b>MHS</b> (exception for Academy of Architecture and Construction Technology; Agriscience Academy). <b>KHHS</b> (exception for Keystone Academy of Teacher Education; Agriscience Academy).	Standard appeal: *County Office/ Superintendent or Designee
<b>OPEN</b> schools to accept students residing out of the schools' established zones	All other elementary schools and junior highs are <b>OPEN based on grade level space availability.</b>	Standard appeal: *County Office/ Superintendent, or Designee  *Board Action

**\*\*\* Please note:**

At the school level you may give consideration for SPR based on current Board Policy 4.06 which includes: (documented) medical condition (of the student); Seniors (those students entering their senior year); current SPR's at AES, FIE, LAE, PES, ROE, TBE, TES, LAJH, FIH, RHS may apply to renew SPR continuance in 07/08. You may also give local consideration at the high school level to those students that have been formally accepted into academy programs and/or meet academy standards.

Board Policy 4.06(D) states that "Persons claiming extenuating circumstances to leave a zone which they have been redistricted to attend should be prepared to present documentation to the Superintendent and/or Designee."

N.J.R.O.T.C. students currently enrolled in the program (2005/06 school year) are automatically grand-fathered to continue if remaining in the program for 2006/2007 after completing SPR renewal paperwork.

Using the renewal form, current SPR students must renew for the 06-07 school year. **PLEASE** be sure that all rising 8th graders make course selections at the school they are zoned to attend, **not** school of choice.

**GUIDELINES FOR APPROVAL:** *Board Policy 4.06(C)*, keeping projected enrollment, current space-available and staff allocations as a major focus, Principals may approve SPR's based on the guidelines reflected in Board Policy.

School Board Rule 4.06(B) **Employees** are approved for Special Pupil Request/Non-Resident Admissions following the guidelines stated. Please note that **substitute teachers are NOT employees of the CCSB** for the purposes of Special Pupil Request. Students of employees must maintain successful grades, regular attendance, and good discipline.

**CHILD CARE:** (Applicable to students K-6 ONLY) Parents desiring a special pupil request 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. Your approval is based on the above stated guidelines regarding enrollment, space-availability and staff. **THIS IS A CONSIDERATION - NOT part of Board Policy.**

**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 complete the Non-Resident Student Application for Admission.

**\*Please use new forms.**

STD12414 <b>Exp. 01/08/07</b>	Special Pupil Request
STD12440 <b>Exp. 01/08/07</b>	Special Pupil Request ( <b>RENEWAL</b> )
STD-12495 <b>(Exp. 03/01/05)</b>	Non-Resident Student Application for Admission
STD-1-2479 <b>(Exp. 03/01/05)</b>	Day Care Provider (grades Pre-K - 6)

All questions and concerns may be directed to Student Services, telephone number 284-6511.

- Enc. Pupil Assignment: School Board Rule 4.06  
Evidence of Age: School Board Rule 4.07  
Documents to Verify Residence  
STD-1-2414 Special Pupil Request  
STD-1-2440 Special Pupil Request (RENEWAL)  
STD-1-2495 Non-Resident Student Application for Admission  
STD-1-2479 Day Care Provider (grades Pre-K - 6)

- cc: Vice Principals  
Assistant Principals  
Ben Wortham, Deputy Superintendent  
Mary Bethea, Assistant Superintendent, Instructional Division  
Sharon Chapman, Director, Elementary Ed.  
Lyle Bandy, Director, Secondary Ed.  
School Social Workers

## NON-RESIDENT ADMISSIONS

The following information is applicable **ONLY** if the school has space available. Clay County's process for Non-Resident admission must be followed for all Non-Resident requests as stated below:

**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. 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.

**COACHES** (contracted services): Children of coaches (hired through contracted services ) may attend where the parent requests as long as satisfactory grades, attendance and discipline are maintained.

**SUBSTITUTES:** Substitute teachers are NOT considered full-time employees; therefore, their request for admission must be based on residency requirements and are not automatically accepted.

**"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).

**PRIVATE COMMUNITY SCHOOLS:** No automatic privileges will be extended to Private School students. They will be considered through the normal "Non-Resident Admissions" process and guidelines.

### KHE

**MEDICAL CONDITION** (of the student): Keystone Heights Elementary will not accept out-of-County requests for students with documented medical conditions.

**CURRENT NON-RESIDENT STUDENTS:** Students currently attending KHE for the 2005/06 school year may reapply for admission into Clay County at KHE for the 2006-2007 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 the business within the KHE school zone during the 2006-07 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 KHE will request that all students currently enrolled provide **proof of residency** to continue their enrollment at KHE for the 2006/07 school year.