



SCHOOL DISTRICT OF CLAY COUNTY

BOARD MEMBERS:

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

Janice Kerekes
District 1
Carol Studdard
District 2
Betsy Condon
District 3
Johnna McKinnon
District 4
Ashley Gilhousen
District 5

Charlie Van Zant, Jr.
Superintendent of Schools

Date: **DRAFT**
To: All Principals
From: Charlie E. Van Zant, Jr.
Re: **2016-17 Special Pupil Requests and Non-Resident Admissions**

Parents may ask for Special Pupil Request (SPR) forms beginning April 13 through July 13, 2016. 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 13th deadline will not be considered for the 2016-17 school year. Parents must provide transportation.

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

Elementary Schools	Junior Highs	High Schools
Argyle Oakleaf Village Orange Park Plantation Oaks Tynes Paterson Drs. Inlet Lakeside Lake Asbury Keystone Heights Charles E. Bennett	Oakleaf	Fleming Island Oakleaf Middleburg

All other schools not listed above are **OPEN** based on grade level space availability.

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 next 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).

KHE - Is an open school with conditions as listed below:

CURRENT NON-RESIDENT STUDENTS: Students currently attending KHE may reapply for admission into Clay County at KHE for the 2016-17 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 KHE school zone during the 2016-17 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.

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 Keystone Heights Elementary to McRae Elementary. In the afternoon, the bus will return students from McRae Elementary to Keystone Heights Elementary for parent pick-up.

All questions may be directed to Mr. Mike Wingate at 529-4926.