

1. That a student approaching a teacher, counselor or other professional school personnel for help be free of humiliation, frustration, and fear of being searched by a security officer before counseling can take place.
2. That a student should be free from fear of administrative reprisal.
3. That students should be made aware that under Federal or State Statutes, it is not a violation of the law to admit having used marijuana, narcotics, et cetera, but such disclosure might, in rare instances, lead to arrest and prosecution for violation of drug statutes.
4. That school personnel must, of course, use discretion and judgment in a situation, which may involve a violation of Federal, State, or Local Law.
5. That a student who requests help should be referred to a guidance counselor or other school or community resources offering to provide the needed help. Mutual acceptance is a prerequisite.
6. That parental involvement should be accomplished as soon as practical without jeopardizing the achievement of professional assistance for the individual.

(Ref. F.S. 1006.09)(Adopted: 01/08/81)(Amended: 03/21/91)

#### **4.06 STUDENT ASSIGNMENT**

##### **A. STUDENTS**

Students will be assigned to appropriate schools on the basis of attendance zones recommended by the Superintendent and established by the Clay County School Board. The recommendations of the Superintendent, will be approved by the Clay County School Board for advertisement, in accordance with Florida Statutes 1002.31. In addition, the Superintendent will make a reasonable effort to notify parents/guardians whose children will be affected by the proposed change in zoning. Copies of the proposed zoning changes will be sent to each affected school's PFA president or School Advisory Council.

New students coming into the public schools during the school year will be assigned to the school located in the attendance zone in which the student resides.

When a parent/guardian desires his child to attend a school other than the one to which he has been assigned, the parent/guardian must direct a written request to the Superintendent via the Special Pupil Request form, specifying the school assignment desired and stating reasons for the request. While the application is pending, the child must remain in attendance in the school of the original assignment. If the application is approved, the child may be authorized to ride the bus to the new school, but on a "space available" basis only. The child's status on the bus shall be the same as any other "courtesy rider" as defined in Board Policy 6.84, paragraph G.6.c. Note: All high schools are not accepting students outside of that school's zone with the exception of students accepted into Academies and IB or Cambridge programs.

##### **B. EMPLOYEES**

**Clay County Resident Employees** of Clay County School Board, who wish to enroll their children in attendance zones other than the one in which they reside, shall complete the Special Pupil Request (STD-1-2414).

**Non-Clay County Resident Employees:** If the employee's residence is in a county other than Clay, the parent must obtain for his child, a release from the School Board of that county, then direct a written request via the Non-Resident Student Application for Admission (STD-1-2495 (attaching release) to the Superintendent specifying the school assignment desired. Transportation to and from school must be provided by the parent.

Note: Students of employees are held to the same standard of other SPR students regarding grades, attendance and discipline to remain at their requested school.

C. **SPECIFIC ALLOWANCES FOR REQUESTING ATTENDANCE IN NON-ASSIGNED SCHOOL ZONE**

**Day Care (PK-6 ONLY):** Must attach day care provider form (STD-1-2479). Approval is based on space availability in requested school.

**Medical:** **Must** attach physician's statement to STD-1-2414.

**Academic Programs (Grades 9-12 ONLY):** STD-1-2414 with verification by principal of acceptance into academic program.

**Seniors:** Those students entering their senior year and their zoned school changes due to redistricting.

**Extenuating Circumstances:** (\*) **Attach** any/all documentation

Renewals to remain at requested schools are approved based on grades, attendance, and discipline (STD-1-2440).

D. **ESTABLISHMENT OF NEW SCHOOL ZONES**

Special Pupil Requests by the parent/guardian as a result of a zoning change for secondary schools within the county are denied with the exception of seniors and academic programs as noted in "C".

*(\*) NOTE: Persons claiming extenuating circumstances to leave a zone which they have been redistricted to attend should be prepared to appear before the Board as their request may require action by the Clay County School Board.*

E. **NON-RESIDENT REQUEST FOR ADMISSION (Non-Clay County Residents)**

Students residing in a county other than Clay may attend Clay County Schools only on the basis of agreements negotiated between the Clay County School Board and the Board of the other county and space availability in requested school.

The Superintendent may grant special permission to individual non-resident students on a case-by-case basis when there are not other agreements in force and when the interests of the Clay County School Board are not adversely affected.

Using form STD-1-2495, Non-Resident Student Application for Admission, a non-Clay County parent/guardian may apply for student admission into a Clay County school. Parent/Guardian must obtain a RELEASE from their county of residence and attach the release to their request form at time of application. Both form and county release should be forwarded to Student Services who will process and disseminate copies.

F. CHANGE OF ADDRESS DURING SCHOOL YEAR

When a family moves from one attendance zone to another during the school year, the parent/guardian may elect to transfer the child to the school for the zone of the new address or keep the child enrolled for the remainder of the school year. If the parents/guardians choose the latter option, they must complete a Special Pupil Request form (STD-1-2414), which should be processed by the school as usual. If approved, the child may be permitted to ride the school bus under the "space available" conditions identified in "A" above.

If the family anticipates a move and wishes to enroll in the new home address school zone, parent(s)/guardian(s) should present a NOTARIZED statement/contract from the realtor for processing with the Special Student Assignment. When parent(s)/guardian(s) presents an architect's or contractor's NOTARIZED statement that their home is under construction, with an anticipated completion date within four (4) months, the children may be enrolled in the school for the zone of the new home. This statement should be attached to the Special Pupil Request for processing.

**SPECIAL PUPIL REQUESTS MAY BE RECOMMENDED FOR CANCELLATION BY THE PRINCIPAL OF THE RECEIVING SCHOOL IF THE REASON FOR THE ASSIGNMENT IS NO LONGER VALID OR IF THE STUDENT FAILS TO FOLLOW RULES OR REQUIREMENTS OF THE SCHOOL DURING THE SCHOOL YEAR.**

G. RELEASE FROM ATTENDING SCHOOL IN CLAY COUNTY

Clay County students may be released by the Superintendent to attend school in an adjoining county in order to participate in certain program(s), which are currently not available in Clay County. Financial, transportation, or other responsibilities of the Clay County School Board shall be determined on the basis of letters of agreement negotiated between the Clay County School Board and the School Board of the other county.

H. HOMELESS

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a

primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

Children and youth experiencing homelessness are ensured educational rights and protections by the McKinney-Vento Homeless Assistance Act.

According to the child/youth's best interest, schools must either continue the child/youth's education in the school of origin, or enroll the child/youth in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend. A homeless child or youth's right to attend his/her school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

Any known homeless student should be referred to a school social worker to assess need for school placement and available community services.

(F.S. 1003.21)

(Adopted: 01/08/81)(Amended: 02/17/94, 09/21/06)

#### **4.07 STUDENT ADMISSION AND ENROLLMENT**

##### **A. Kindergarten and First Grade**

##### **1. Age Requirements, Kindergarten**

- a. Children who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year.
- b. Evidence of Age – **NOTE:** See 4.06 H, for Homeless Students

Before admitting a child to kindergarten or first grade, the principal shall require evidence that the child has attained the age required in Section A. 1. a. or Section C.

If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted: (Ref. F.S. 1003.21(1-7))

- 1) A duly attested transcript of the child's birth record, or

- 2) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn by the parent, or
- 3) An insurance policy on the child's life, which has been in force for at least two (2) years, or
- 4) A bona fide contemporary Bible record of the child's birth, accompanied by an affidavit sworn by the parent, or
- 5) A passport or certificate of arrival in the United States, showing the age of the child, or
- 6) A transcript or record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth, or
- 7) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school or a licensed physician, which certificate shall state the health officer or physician has examined the child and believes that the age stated in the affidavit is substantially correct.

The date of birth, so determined shall be recorded in the permanent record of each child entering kindergarten or first grade. The form of evidence for the birth date shall be noted and the parent's affidavit filed, if such affidavit is used as proof of age.

**B. Early Admission to Kindergarten**

No provisions for early admission to kindergarten exist.

**C. First Grade**

Any child who has attained the age of six (6) years on or before September 1, of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1, and has satisfactorily completed the requirements for kindergarten in a non-public school shall be admitted to first grade.

(Ref. F.S. 1003.21)(Amended: 09/20/90)

**D. Early Admission to First Grade**

No provisions for early admission to first grade exist.

**E. Health Examinations – NOTE: See 4.06 H, for Homeless Students**

All "initial entry students" to a Florida school (preschool through grade 12) must present certification of a school entry health examination performed within the 12 months prior to enrollment. Any child shall be exempt from a health examination upon written request of the parent or guardian of such child stating objections to such examination on religious grounds.

(Ref. F.S. 1003.22(1))(Adopted: 07/01/81)(Amended: 10/08/81)

F. Immunizations – **NOTE:** See 4.06 H, for Homeless Students

Prior to admittance to or attendance in a public school (preschool through grade 12) each child shall present or have on file, a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health.

These provisions shall not apply if:

1. The parent or guardian of the child objects, in writing, that the require immunization conflicts with his religious tenets, or practices, or
2. A physician licensed under the provisions of Chapter 458, Chapter 459 or Chapter 460 certifies in writing on forms approved and provided by the Department of Health that the child should be exempt from required immunization for medical reasons stated in writing, based upon valid clinical reasoning or evidence, demonstrating the need for the exemption at that time.

The presence of any of those communicable diseases for which immunization is required by the Department of Health in a Florida school shall permit the county health director or the health program officer staff director to declare a communicable disease emergency. The declaration of said emergency shall mandate that all children in attendance in the school who are not in compliance with the provisions of this section shall be identified by the School Board and the school.

Health and immunization records of such children shall be made available to the county health director. Those children identified as not being immunized against the disease for which the emergency has been declared shall be temporarily excluded from school until such time as specified by the county health unit director.

(Ref. F.S. 1003.22(5)(e))(Adopted: 07/01/81)(Amended: 08/21/97)

G. High School Enrollment

Any student who is enrolled in a secondary school shall present an official transcript of work or credit at the time of entrance. If the transcript is not presented, the student is tentatively enrolled on the basis of information available at the time of enrollment. Upon receipt of any official transcript, which indicates that the student is enrolled in the wrong subject or grade, the student shall be immediately withdrawn and re-enrolled in the appropriate grade or subject. The parents shall be so informed of such action.

(Ref. F.S. 1008.2)(Adopted: 01/08/81)(Amended: 08/21/97)

H. Entry into Kindergarten and First Grade by Out-of-State Transfer Students

1. Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).

2. Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under rules of the School Board. Prior to admission, the parent or guardian must also provide the data required in subsection (3).
3. In order to be admitted to Florida Schools, such a student transferring from an out-of-state school must provide the following data:
  - a. Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school.
  - b. An official letter of transcript from proper school authority which shows record of attendance, academic information, and grade placement of student.
  - c. Evidence of immunization against communicable diseases as required in Section 1003.22, Florida Statutes.
  - d. Evidence of date of birth in accordance with Section 1003.21, Florida Statutes.
  - e. Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.22, Florida Statutes.

(Ref. F.S. 1003.21 & SBER 6A01.0985)(Adopted: 09/09/92)(Amended: 10/04/98)

#### I. Disclosure of Previous Discipline Offenses Required Upon Initial Registration

Each student at the time of initial registration into Clay County Schools shall note previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. The registration form, completed by the student and parent at time of enrollment, shall accurately denote such incidences.

(Ref. F.S. 1006.07(1)(b))(Amended: 08/21/97)

#### J. Homeless Students – Documentation Required for School Entry

1. The term "homeless children and youths" means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the

purposes of this subtitle because the children are living in circumstances describe above. (Also, referenced in 4.06 H STUDENT ASSIGNMENT)

2. Evidence of Date of Birth Requirements

Homeless students being admitted to pre-kindergarten or kindergarten are to be provided a 30-day temporary exemption from the evidence of date of birth requirements. (Ref. F.S.1003.22, effective 07/01/01)

3. Health Examination

Homeless students are to be provided a 30-day temporary exemption to attend class without documentation of the required school entry health exam. (Ref. F.S.1003.22, effective 07/01/01)

4. Immunizations

Homeless students are to be provided an exemption of 30 school days to attend class without documentation of the required immunizations. The public school health nurse is responsible for the follow-up until proper documentation or immunizations are obtained.

(Ref. F.S. 1003.22, effective 07/01/01) (Amended: 10/18/01, 09/21/06)

**4.08 NON-RESIDENT STUDENTS**

A. Adult Acting in Place of Parents

1. The Superintendent of Clay County Schools may grant admission to a student whose parents or guardians are non-residents of Clay County if the student plans to live with a Clay County adult acting in-loco-parentis to the child, provided:
  - a. That the school's interests are not threatened with reference to overcrowding, disciplinary problems, et cetera, and providing;
  - b. that the child's interests are not threatened through evident child exploitation.
  - c. That the adult acting as in-loco-parentis be at least 21 years old. Exceptions may be made if the adult is a full-blooded brother or sister.
2. The principal shall investigate thoroughly the background of each case. If he/she finds that the school's interests and the child's interests are not threatened, he/she will inform the student and his/her adult sponsor that a bona fide in-loco-parentis relationship must be established. The effort to establish such a relationship may be pursued through the execution of a standard form. (Ref. F.S. 1000.21) (Adopted: 01/08/81)(Repealed 1994)

B. Non-Resident Foreign Students

The Enhanced Border Security and Visa Entry Reform Act of 2002, Public Law 107-173



**SCHOOL DISTRICT OF CLAY COUNTY  
APPLICATION FOR SPECIAL PUPIL REQUEST  
FOR THE 20\_\_/20\_\_ SCHOOL YEAR**

**SPR (REGULAR)    SPE (EMPLOYEE)    SPI (IB PROGRAM)    SPA (ACADEMY)**

PUPIL'S NAME: (last) \_\_\_\_\_ (first) \_\_\_\_\_ GRADE ENTERING \_\_\_\_\_  
PARENT'S NAME \_\_\_\_\_ HOME# \_\_\_\_\_ WORK# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
REASON FOR REQUEST: \_\_\_\_\_

DAY CARE (K-6 ONLY-ATTACH DAY CARE FORM)

COURSE OF STUDY/ACADEMY(GR. 9-12 ONLY): \_\_\_\_\_

**ATHLETIC PARTICIPATION:** Recruitment is prohibited by Florida High School Athletic Association. Participation involving recruitment will jeopardize your student's athletic eligibility. According to School Board Policy 4.43, a student will not be eligible to participate in sports, including cheerleading and dance team, for one calendar year following the transfer to a different school other than the student's zoned school. **THIS DOES NOT APPLY TO STUDENTS ENTERING 9<sup>TH</sup> GRADE FOR THE FIRST TIME.**

PARTICIPATES IN THE FOLLOWING SPORTS: \_\_\_\_\_ OTHER: \_\_\_\_\_

ZONED SCHOOL \_\_\_\_\_ REQUESTED SCHOOL \_\_\_\_\_

**IF APPROVED, PARENT MUST PROVIDE TRANSPORTATION.**

NOTE: To be approved, a student must have satisfactory attendance, satisfactory grades, and satisfactory conduct and must maintain the above requirements to avoid revocation of the Special Pupil Request.

Siblings living in the same household and/or extenuating circumstances will be given consideration on a case by case basis if the above criteria are met.

**SPECIAL PUPIL REQUEST MUST BE RENEWED ANNUALLY**

(IF SPR IS DENIED AT DISTRICT LEVEL, SCHOOL BOARD REVIEW IS REQUESTED (ATTACH LETTER OF APPEAL))

DATE: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_

**STEP 1: RELEASING SCHOOL** \_\_\_\_\_ **PRINCIPAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**STEP 2: RECEIVING SCHOOL** \_\_\_\_\_ **PRINCIPAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

APPROVED FOR \_\_\_\_\_ ACADEMY/ GRADE LEVEL (GRADES K-8) SPACE AVAILABLE? Yes No

COMMENTS: \_\_\_\_\_

**STEP 3: FORWARD COMPLETED PACKET TO STUDENT SERVICES**

**STEP 4: SUPERINTENDENT/DESIGNEE/BOARD (SIGNATURE)** \_\_\_\_\_

DISTRICT-WIDE REVIEW: DATE \_\_\_\_\_ (Please Circle) APPROVED ON PROBATION APPROVED DENIED

Probation/Denied for the following reasons: Please Circle) Attendance Grades Conduct Space Availability Closed School Zone

COMMENTS: \_\_\_\_\_

**STEP 5: RECEIVING SCHOOL NOTE, IF APPROVED, "TERMS" ENTRY SHOULD BE MADE:**

FL STUDENT ID# \_\_\_\_\_ Entry Date \_\_\_\_\_ Initial \_\_\_\_\_

Distribution by District Office: Original - Student Services; Copy 1- Releasing School; Copy 2 - Receiving School; Copy 3 - Parent. Releasing school will withdraw student after receipt of approved SPR OR after summer school if application is for the next year.

**RENEWAL**

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL RENEWAL OF SPECIAL PUPIL REQUEST  
FOR THE 20\_\_/20\_\_ SCHOOL YEAR**

**RENEWAL**

SPR (REGULAR)  SPE (EMPLOYEE)  SPI (IB PROGRAM)  SPA (ACADEMY)

PUPIL'S NAME: (last) \_\_\_\_\_ (first) \_\_\_\_\_ GRADE ENTERING \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ HOME# \_\_\_\_\_ WORK# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

DAY CARE (K-6 ONLY-ATTACH DAY CARE FORM)

COURSE OF STUDY/ACADEMY(GR. 9-12 ONLY): \_\_\_\_\_

**ATHLETIC PARTICIPATION:** Recruitment is prohibited by Florida High School Athletic Association. Participation involving recruitment will jeopardize your student's athletic eligibility.

PARTICIPATES IN THE FOLLOWING SPORTS: \_\_\_\_\_

OTHER: \_\_\_\_\_

ZONED SCHOOL \_\_\_\_\_ REQUESTED SCHOOL \_\_\_\_\_

**IF APPROVED, PARENT MUST PROVIDE TRANSPORTATION**

**NOTE:** Parent and student understand this special pupil request may be revoked (student will return to zoned school) if student does not maintain agreed upon discipline, grades, and attendance (tardies included).

**SPECIAL PUPIL REQUEST MUST BE RENEWED ANNUALLY.**

   PARENT SIGNATURE \_\_\_\_\_

**IF SPECIAL PUPIL REQUEST IS DENIED, DISTRICT REVIEW IS REQUESTED (ATTACH LETTER OF APPEAL)**

DATE \_\_\_\_\_    PARENT SIGNATURE \_\_\_\_\_

**STEP 1:** REQUESTED SCHOOL \_\_\_\_\_ PRINCIPAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ APPROVE/DENY \_\_\_\_\_/\_\_\_\_\_

REASON(S) FOR DENIAL: Discipline  Grades  Attendance  Academic/Placement Not Renewed   
Did Not Remain in Course of Study Originally Requested

OTHER: \_\_\_\_\_

**STEP 2: SUPERINTENDENT OR DESIGNEE (SIGNATURE)** \_\_\_\_\_

DISTRICT-WIDE REVIEW: DATE \_\_\_\_\_ APPROVED ON PROBATION  APPROVED  DENIED

DENIED FOR THE FOLLOWING REASONS: ATTENDANCE  GRADES  CONDUCT  ACADEMIC PLACEMENT CHANGE

COMMENTS: \_\_\_\_\_

**STEP 3:** RECEIVING SCHOOL NOTE, IF APPROVED, "TERMS" ENTRY SHOULD BE MADE:

FL STUDENT ID# \_\_\_\_\_ Entry Date \_\_\_\_\_ Initial \_\_\_\_\_

**IF CURRENT SCHOOL APPROVES,** distribute: **Original** - Student Services; **Copy 1** - Requested School; **Copy 2** - Zoned School; **Copy 3** - Parent. Current school will enter data into TERMS after receipt of signed release if done before Summer School. Releasing school will enter after Summer School. IF current school denies, AND parent does not appeal, current school should make distribution of forms (as previously stated). **IF CURRENT SCHOOL DENIES, AND PARENT APPEALS,** forward complete packet with appeal letter and supporting documents to Student Services.

**SCHOOL DISTRICT OF CLAY COUNTY**  
**Non-Resident Student Application for Admission**

The use of this form is restricted to OUT-OF-COUNTY students applying for admission to a Clay County school. Compliance with all established policies and regulations and a statement of reasons that the Superintendent of Clay County Schools regards as sufficient and valid are prerequisites to consideration for approval. Notice of the approval or disapproval will be mailed to the applicant. The parent or guardian shall:

1. Provide ALL information indicated on this application. Any omission will result in delaying a decision and may result in a disapproval of the application
2. **Attach to this application a letter of release from the Superintendent of Schools in the county of residence.**
3. Submit this completed application to the Principal of the school to which admission is being requested.

**PLEASE PRINT LEGIBLY EXCEPT ON LIND REQUIRING SIGNATURE**

-Please check one:    **NEW APPLICATION**                       **RENEWAL APPLICATION**

1. Pupil's Name \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_
2. Parent/Guardian's Name \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Current/Last School Attended in County of Residence: \_\_\_\_\_
5. County to be released from: \_\_\_\_\_
6. Clay County School to which admission is requested: \_\_\_\_\_
7. Reason for request (attaché letter if additional space is needed) \_\_\_\_\_

I do hereby acknowledge that the information is accurate to the best of my knowledge and that no previous school expulsions, arrests resulting in a charge, and juvenile justice actions exist related to this student (F.S. 232.0205). **THIS APPLICATION MUST BE FILED ANNUALLY AND TRANSPORTATION MUST BE PROVIDED BY PARENT.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

***TO BE COMPLETED BY THE REQUESTING SCHOOL:***

Based on my knowledge of the facts regarding the reasons for this student's request and my knowledge of the availability of space in this school. I recommend that this application be \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved.

Reason(s) for Denial:    \_\_\_\_\_ Discipline    \_\_\_\_\_ Grades    \_\_\_\_\_ Attendance

Other : \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**NEW NON-RESIDENT REQUEST: FORWARD COMPLETE PACKET TO STUDENT SERVICES.**

**RENEWAL NON-RESIDENT REQUEST: FORWARD WHITE COPY AND COPY OF COUNTY RELEASE TO STUDENT SERVICES. \*\*IF DENIED FORWARD COMPLETE PACKET FOR DISTRICT-WIDE REVIEW.**

***DISTRICT-WIDE REVIEW:***

On the basis of this application and other relevant information, this request for admission to \_\_\_\_\_ is \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved for the 20 \_\_\_\_ - 20 \_\_\_\_ school year.

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

**SCHOOL DISTRICT OF CLAY COUNTY  
DOCUMENTATION FOR SPECIAL PUPIL ASSIGNMENT  
FOR  
DAYCARE**

Attach this and any other Documentation to the Special Pupil Assignment Application.

**PARENT SECTION**

STUDENT'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SCHOOL TO WHICH ASSIGNMENT IS REQUESTED \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

**DAYCARE PROVIDER SECTION**

NAME OF NURSERY/SITTER \_\_\_\_\_

ADDRESS OF NURSERY/SITTER \_\_\_\_\_ PHONE \_\_\_\_\_

NURSERY OR SITTER'S SIGNATURE VERIFYING THAT THIS CHILD IS BEING CARED FOR AS STATED ABOVE:

Signature \_\_\_\_\_ Title \_\_\_\_\_

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