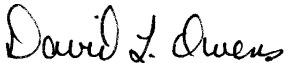


DATE: **March 16, 2006**

TO: All Principals

FROM: David Owens, Superintendent 

RE: **2006/07 SPECIAL PUPIL REQUESTS; 2006/07 NON-RESIDENT ADMISSIONS**

Board Policy 4.06 PUPIL ASSIGNMENT remains in effect for the 2006/07 school year without change. Guidelines below for 2006/07:

STATUS	SCHOOL	ACTION REQUIRED
CLOSED schools to accept new students	KHE (see attached directives). AES, FIE, LAE, OLS, PES, ROE, SPC, TBE, TES, LAJH, FIH, RHS *All <u>05-06</u> SPR's will be renewed if the student has maintained successful grades, regular attendance and good discipline. FIH (exception for Finance Academy and Academy of Information Technology) RHS (exception for IB Program)	Standard appeal: *County Office/ Superintendent or Designee
OPEN schools to accept new students	All other elementary schools, junior highs, and high schools are OPEN based on grade level space availability or acceptance into academic programs at the high school level.	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 FIE, LAE, PES, ROE, TBE, TES, LAJH, FIH, RHS may apply to renew SPR continuance in 06/07. 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 <u>Exp. 01/08/07</u>	Special Pupil Request
STD12440 <u>Exp. 01/08/07</u>	Special Pupil Request (RENEWAL)
STD-12495 (<u>Exp. 03/01/05</u>)	Non-Resident Student Application for Admission
STD-1-2479 (<u>Exp. 03/01/05</u>)	Day Care Provider (grades Pre-K - 6)

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

/ts

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.