



Frontenac School District

REQUEST FOR ATTENDANCE OF SCHOOL OUTSIDE STUDENT'S RESIDENCE BOUNDARY

Date of Request: _____

Student's Name: _____
Last First Middle Initial Students Grade Level

School Currently Attending: _____ District: USD _____
If student is entering kindergarten, please list preschool student has attended. _____

Parent/Guardian Name: _____
Last First

Residence Address: _____
Street City Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please state the specific reasons for your request in the space provided:

List ties you have to Frontenac:

Out of district applications are approved for one academic year at most and the USD 249 administration reserves the right to terminate any approved application at the end of the school year for problems relating to student discipline, attendance, or academic achievement. By signing below I acknowledge that I have read and agree to all school district policies regarding out of district students.

Parent/Guardian Signature Date

For Junior High/High School student's request to transfer, please read and sign the following:
I realize that, as a result of this transfer (if approved), I may lose eligibility with KSHSAA for a period of time.

Student Signature Date Parent/Guardian Signature Date

Administrative Recommendation: Date Application Received: _____

Approved Denied Principal's Signature _____ Date _____
Principal's Comments:

Approved Denied Superintendent's Signature _____ Date _____

Chapter III, Section I -- Enrollment

1. A written statement is to be submitted to administration by the parent(s) or guardian(s) stating the reason for requesting attendance of a school outside the student's residence boundary. The statement shall also include student(s) name(s), grade(s), and address.
2. Students desiring to enroll at Frontenac USD 249 must do so on or before September 20 for the first semester or within the first week of the second semester. Frontenac USD 249 will not accept students outside this time period except on a case by case basis to be determined by administration.
3. Any student who has been suspended or expelled in their home district will not be admitted into USD 249.
4. In order to apply for transfer parent or guardian must provide current documentation:
 - a. Transcript or most recent grade report for all classes (Minimum 2.0 GPA)
 - b. Attendance record
 - c. Behavior record
 - (a) No out of school suspensions or expulsions
 - (b) No repeat referrals for poor or incomplete schoolwork or missing extended school day assignments.
5. Non-resident students admitted to the district shall be evaluated each spring using the following criteria: academic standing (good standing); attendance (was the student's attendance regular and punctual); and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems). Students may be readmitted or denied admission for the next school year based on the results of these evaluations. Parents shall be informed of a change in their status by June 15.
6. Admittance will not be made if facilities or classes are deemed overcrowded.
7. Out of district applications are approved for one academic year at most and the USD 249 administration reserves the right to terminate any approved application at end of the school year for problems relating to student discipline, attendance, or academic achievement. A copy of this policy should accompany all out of district applications.
8. Kindergarten

Parents who do not reside in the school district must submit a written enrollment request to the Building Principal by **June 30** in order to enroll at the start of the school year. Administration/Board of Education shall consider the request and notify parents of the status of their request by July 15. Consideration may be given to space availability (class sizes), to students living within the city limits, and to students who have siblings currently enrolled in the District.
9. Transfers in Grades 1-12

Any student wishing to attend Frontenac Schools who lives in another district must apply with the Building Principal. The Principal will review the **academic, attendance, and discipline** records of the students that have been established in prior schools attended and make a recommendation to the superintendent to accept or deny the request. After reviewing the records and the conferences held with the parent or guardian and student, a decision will be made by Administration/Board of Education to accept or deny the request.

Frontenac School District

PROOF OF RESIDENCY

USD 249 BOE Policy sets residency requirements for students attending Frontenac Schools which in some circumstances requires that parents demonstrate proof of residency.

In order to verify proof of District Residence, parents or guardians must provide one document from the list below and complete and sign the bottom portion of this form.

Copy of either of the following at address within district in parents name:

- a) Real Estate Contract
- b) Lease Agreement
- c) Rent receipt for the latest month

Either of the following showing address within district in parent's/guardian's name

- a) Most recent utility bills (Gas, Electric, Water)
 - a. Phone bills are not acceptable.
- b) Deposit Receipt for gas, electric, or water

Parent/Legal Guardian Statement

Address _____

Phone Number _____

I, _____, the parent or legal guardian of _____,
(Print Name) (Print Student's Name)

certify that the named Student(s) actually lives at the above address. The document and information provided is accurate.

Providing False Information

The actual residency of the parents or guardians of the student with whom the student actually resides determine legal residence. Knowingly providing false information regarding residence will be grounds for immediate dismissal and may result in criminal prosecution under KSA 21-5825.

Signature of Parent/Guardian _____ Date _____

Copy of Document attached and seen by _____ (Signature of School Personnel)