

**BURLINGTON UNIFIED SCHOOL DISTRICT NO. 244**  
**OUT OF DISTRICT STUDENT REQUEST**

**Student Information:** Name and grade of student included in this request. Please fill out a form for each student interested in attending USD 244 and deliver to appropriate building.

\_\_\_\_\_ (Student's Legal Name) \_\_\_\_\_ (Upcoming Grade)  
\_\_\_\_\_ (Previous school attended) \_\_\_\_\_ (Previous District #) \_\_\_\_\_ (\_\_\_\_\_) (phone number)

**Family Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Academic Performance:** (Indicate "yes" or "no" to the following questions.)

\_\_\_\_\_ Is the above named student academically on target to graduate with his/her class? If not, explain circumstances below.  
\_\_\_\_\_ Has the above named student failed any classes at their present or previous school? If so, list those classes below.  
\_\_\_\_\_ Has the above named student ever been suspended (in school or out of school). (If so, explain circumstances below.)  
\_\_\_\_\_ Has the above named student ever been disciplined for drug or alcohol use or possession at their present or previous school? If so, explain circumstances below.

\_\_\_\_\_ Are there other family members that you are requesting to attend USD #244? \_\_\_\_\_ BES \_\_\_\_\_ BMS \_\_\_\_\_ BHS

Additional information (Use reverse side if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Documents:**

If this is your initial application to the district, please bring the information with you or have it mailed to the school from the student's previous school. Final determination will not be completed until all information has been received.

- Transcript of grades
- Attendance Record of previous year
- Discipline Record of previous year
- Kansas Assessment Scores in all tests taken

**Conditions of Admission:**

- All students requesting out-of-district placement in the USD 244 may be accepted or denied admission as determined by the building principal. Failure to meet district academic, activities, athletics, attendance or behavior guidelines may result in loss of out of district status and the student will have to return to their home district.
- Permission to attend must be made annually after a review of the student's compliance with district attendance and behavior policies.
- USD 244 is not permitted by state law to pick up or drop off students outside the boundaries of our district. Transportation for out of district students must be arranged by the parents. Students may meet the bus at a designated location if approved by the superintendent.

**SIGNATURE:** I attest that I have read the above statement and that all information requested is accurate and true:

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disposition:**

\_\_\_\_\_ **APPROVED for admission** \_\_\_\_\_ **DENIED admission**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal)

*Principal: Route copy to Superintendent and if special services are needed to Director of Special Education.*