



USD 333
Out of District Procedure

1. Parent will complete out Out-of-District Form, either at the school or at the Central Office.
2. Central Office will receive the form and discuss with administration the needs of the student and resources needed to provide a positive educational experience per Board Policy JBC1 and JBC 2.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

Non-resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

3. Once the determination is made to accept or deny the student by the administrative team, administration will contact the family.
4. The district will maintain a spreadsheet of each year's Out-of-District students with all their information, including the date.
5. Our SIS will maintain a record of out of district students.
6. Once a student is accepted as an out of district student, they will not need to re-apply each year unless unacceptable behaviors would cause administration the need to make other arrangements.



**OUT-OF-DISTRICT APPLICATION
CONCORDIA USD #333**

New to 333 _____
Sibling at 333 _____

Please fill out the following information and return to:
USD #333 District Office
217 W. 7th Street, Concordia, KS 66901
Phone 785-243-3518 -- fax 785-243-8883

From: _____
Parents or Lawful Custodial Name

Address

City, State, Zip

District # and Attendance Center where you reside

Home Phone

Work Phone

***** Requesting approval for the child(ren) listed below:**

Name	School/Grade last attended	School desired/grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Has the student(s) been suspended or expelled? No _____ Yes _____

Please provide reasons your child(ren) wish to attend USD 333: _____

Does your child have special needs? YES () NO () If YES, does your child have an Individual Education Plan (IEP)? YES () NO ()

If YES, please explain the special needs _____

USD 333 will assign Out-of- District students to an elementary attendance center based on the extent that staff, faculty, equipment and supplies are available. BOE Policy JBC.

The undersigned parent or lawful custodian acknowledges that the statements and information above are true and correct; that this request, if approved, will be valid only for the school year indicated above; and agrees to abide by the provisions of the Board Policy. We do hereby acknowledge that we reside outside the district boundaries and it is understood that it is our responsibility to meet a USD 333 bus on an established bus route to the Attendance Center or provide our own transportation.

Signature of Parent or Lawful Custodian Date

FOR OFFICE USE ONLY:

Cc:
1 Copy Parent
1 Copy Attendance Center
Original Filed in Central Office

Request Approved _____ Request Denied _____

REMARKS _____

Date _____ Date _____
Principal Superintendent