



# ELMORE COUNTY BOARD OF EDUCATION

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100 H.H. Robison  
P.O. Box 817  
Wetumpka, AL 36092

Phone: 334-567-1200  
Fax: 334-567-1405

Richard E. Dennis, Superintendent  
Jason M. Mann, CSFO

## Out-of-District Enrollment Packet

### For all Out-Of-District Applicants

- For grades 2-8, a copy of the student's latest report card is requested. For grades 9-12, we request a copy of the student's latest transcripts.
- A copy of the application and report card/transcript is sent to the principal to review grades and attendance. The principal will respond if they wish to accept/deny the student based on grades, attendance, and space available. The Superintendent has the final authority to accept or deny any applicant.
- Parents will receive a letter of acceptance or denial by July. The largest number of applicants is normally received in May. Space available is reassessed in June, July, and again just before school begins.
- Acceptance letters are sent in May, June, and July as students are approved. Denial letters are sent in July.
- Parents are given the opportunity to make two payments of the tuition owed. If parents choose to pay in full at the first payment, they receive a 10% discount.
- Class assignments and schedules are not given to any out-of-district student until the tuition is paid in full. The Central Office works closely with the school offices to provide a list of students who have outstanding tuition balances so they will know if an assignment or schedule needs to be held.
- Special consideration for acceptance and fee waived may include, but is not limited to, military service, federal employment, location of residence, and/or economic contribution to Elmore County.

### Current Out-Of- District Students

- In late January/early February, principals review the attendance and discipline of any out-of-district student(s) in their schools and recommends to the superintendent whether to accept the out-of-district student for the upcoming school year. The superintendent will notify the parent in writing that their child will not be accepted for the upcoming school year.
- If it is discovered that parents have moved outside the Elmore County School District and did not change their address, an "it has been brought to our attention" letter is sent to the parents giving them the option to provide proof of residence in Elmore County School District or pay tuition to remain in Elmore County schools. If there are attendance or discipline issues with the student(s), they parent must provide proof of residence or withdraw the student(s).
- For all other current students, a letter with tuition/payment information and Request to Renew Enrollment form is sent to the parent/guardian by early March. A form is required for each student when the first payment is made.

*Every student empowered. Every student succeeds.*

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Michael Morgan-Chairman   Dale Bain-Vice Chairman   Leisa Finley   Kitty Graham   Joey Holley   David Jones   Wendell Saxon



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## Tuition

Student 1 and Student 2	\$1,500.00 per student
Student 3 and Student 4	\$1,250.00 per student
Each Additional Student	\$1,000.00 per student

Two payments will be accepted. The FIRST payment (half of the total tuition due) MUST BE PAID by August 1, 2019. The SECOND and final payment MUST BE PAID BY October 1, 2019. THE OUT-OF-DISTRICT TUITION IS NON-REFUNDABLE.

The following options are available for payment:

1. You may mail the tuition payment and form(s) to Elmore County Board of Education, Attention: Mr. Andre' Jackson, P.O. Box 817, Wetumpka, AL 36092.
2. You may pay in person at the Central Office between the hours of 8:00am and 3:30pm Monday – Thursday.
3. The enclosed Request to Renew Enrollment form must be returned with your payment.
4. Payment may be made with a cash, money order, cashier's check; personal checks will **NOT** be accepted.

If the out-of-district status for your family has changed, please contact the Central Office and provide proof of residence so that we may correct our records.

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## CRITERIA FOR ACCEPTING OUT-OF-DISTRICT TUITION STUDENTS

1. The student must provide Elmore County Public Schools a complete packet of the following documents before enrollment can be approved:
  - Official transcript (report card and standardized test scores) from current school
  - Official and complete discipline records from student’s current and former school(s) – if the student has no history of discipline, please submit a letter from the school on letter head stating that the student is in good standing.
  - Official attendance records from student’s current/former school(s)
2. If student is entering kindergarten, please include a letter of recommendation from a current preschool teacher or any other preschool records.
3. For an application to be considered, student transcripts should show, at a minimum, satisfactory behavior and attendance, and average/above-average grades with no history of failing courses.
4. No student will be admitted who has had prior out-of-school suspensions, tribunals, arrests, or a criminal record.
5. In order for a student to continue enrollment, the program services already in place at the school in which the student is enrolled must be sufficient to meet a student’s educational needs. Elmore County Public Schools must be able to accommodate the applicant without placing undue financial burden on the school system or overcrowding classrooms.
6. Elmore County Public Schools does not provide transportation for tuition students. Parents/ guardians are responsible for the student’s transportation to and from school.
7. The Superintendent has the right to refuse admittance or revoke enrollment of any applicant.
8. The prompt payment of tuition is a condition of enrollment.
9. Enrollment as an out-of-district student is a privilege that may be revoked and the student dismissed or expelled in accordance with the Elmore County Schools Policy and Procedures/Code of Conduct or if the above criteria are not maintained. Out-of-District tuition is non-refundable.
10. When moving to another school in the district, students will be evaluated with the above criteria for continued enrollment. If approval for enrollment is granted, students may have to attend a different school than requested based on available space.

I, the parent or guardian responsible for the above-named student, have read and understand the above criteria and the Elmore County Public Schools Tuition and Fees for Out-of-District Students document. I attest to the best of my knowledge that my child meets the above criteria, and I will abide by the terms stated. I give my permission for Elmore County Public Schools to examine my child’s attendance, behavior, assessment, and achievement records.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Signature of Guardian

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## A. Student Information

Name of Student \_\_\_\_\_  
Home Address \_\_\_\_\_  
City of Residence \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Parent Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Parent Email \_\_\_\_\_

## B. Current School Information

Current School \_\_\_\_\_  
Current School District \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

## C. Elmore County Public School Information

School(s) to which you are applying \_\_\_\_\_  
\_\_\_\_\_

Applying for Academic Year \_\_\_\_\_ Grade Level \_\_\_\_\_

Have you ever attended Elmore County Schools?  No  Yes (if yes, what years?) \_\_\_\_\_

Are any siblings applying for Elmore County Schools?  No  Yes (List names) \_\_\_\_\_

Why do you wish to enroll your child in Elmore County Public Schools?  
\_\_\_\_\_

Check List:  
 Completed Application  
 Records  
    Transcripts  
    Discipline Record  
    Attendance Record  
    Preschool Record (if applicable)

Make sure all is turned in before approval is made.

Please mail signed application and students records to:  
Elmore County Board of Education  
Attn.: Mr. Andre' Jackson  
P.O. Box 817  
Wetumpka, AL 36092

THIS APPLICATION HAS BEEN APPROVED.

Date \_\_\_\_\_

\_\_\_\_\_  
Student Services Director

\_\_\_\_\_  
Superintendent

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## Out-of-District Enrollment Renewal Request to Renew Enrollment

A FORM IS REQUIRED FOR EACH CHILD ENROLLED

Print Student's Name \_\_\_\_\_

Grade for next year \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Have you had a change of address in the last year? \_\_\_ No \_\_\_ Yes

New Address \_\_\_\_\_  
Street City State ZIP

Parent/Guardian Daytime Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

I, the parent or guardian responsible for the above-named student, have read and understand the above criteria and the Elmore County Public Schools Tuition and Fees for Out-of-District Students document. I attest to the best of my knowledge that my child meets the above criteria, and I will abide by the terms stated. I give my permission for Elmore County Public Schools to examine my child's attendance, behavior, assessment, and achievement records.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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## VI. Students

### 6.1 Admissions and Attendance

6.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

[Reference: ALA. CODE §16-28-3 (1975)]

### 6.1.2 Admission to Schools

a. Resident Students – School-aged children who reside within Elmore County, Alabama, and not within the limits of a city operating an independent municipal school system, may be admitted to Elmore County Schools. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

b. Non-resident Students – The Board may permit students who do not reside within the Elmore County School District to attend schools within the school system. The Board may establish criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. No nonresident student will be enrolled in the District if the student has been expelled or suspended from another school system. The Board will not provide transportation to and from school or homebound instruction outside of Elmore County. Nonresident student may be immediately withdrawn or denied reenrollment if false information has been provided or if discipline issues arise.

c. Homeless, Foster Care, Migratory, Immigrant, and Limited English Proficient Students – Homeless, foster care, migrants, immigrants, and English language learners must have equal access to the education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, foster care, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

1. Lack of birth certificate
2. Lack of school records or transcripts

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3. Lack of immunization or health records
  4. Lack of proof of residency
  5. Lack of transportation
  6. Guardianship or custody requirements
- d. Homeless and Foster Care Students –
- (i) Enrollment. Homeless and foster care students will be permitted to enroll without regard to residency status and may be entitled to other accommodations under federal law.
  - (ii) Dispute Resolution. When a dispute arises regarding school placement, the system will immediately enroll the homeless or foster care student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board’s Homeless or Foster Care Liaison of the dispute.
  - (iii) The Homeless or Foster Care Liaison will expeditiously carry out the system’s dispute resolution procedures as detailed in the Board’s homeless student plan or foster care plan.
- e. Students Expelled or Suspended from Other School Systems – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board which may include temporary attendance at the alternative school.
- f. Required Documentation – Students entering the school system for the first time, regardless of grade level, will be required to submit a certified birth certificate, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, or homeless students.
- g. Placement of Students – The Board will determine the placement of newly enrolled students in accordance with state law.

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