

FOR CENTRAL OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**HAWKINS COUNTY BOARD OF EDUCATION  
APPLICATION FOR ATTENDANCE OF NON-RESIDENT STUDENTS**

**Please complete the application and return it to the Chairman of the "Panel of Acceptance":**

**Hawkins County Board of Education  
Dr. Greg Sturgill, Attendance Supervisor  
200 N. Depot Street  
Rogersville, Tennessee 37857  
Phone: (423) 272-7620  
FAX (423) 272-8642**

**Parents/Legal Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_ **(Business)** \_\_\_\_\_

**E-mail (If Available):** \_\_\_\_\_

Full Name of Student(s)	School you wish to attend	Grade Level	Birth Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**School System Where Student(s) Resides:** \_\_\_\_\_

**School Now Attending:** (if multiple students are listed above, please list schools in the order that the students are listed) \_\_\_\_\_

**School Address:** (if multiple students are listed above, please list addresses in the order that the schools are listed) \_\_\_\_\_

**School Phone:** (if multiple students are listed above, please list phone numbers in the order that the schools are listed) \_\_\_\_\_

**School Fax:** (if multiple students are listed above, please list fax numbers in the order that the schools are listed) \_\_\_\_\_

Last Date of Attendance at Former School: \_\_\_\_\_

Date Student Was Officially Withdrawn from Prior School (if applicable) \_\_\_\_\_

Is your child currently under disciplinary action or is any disciplinary action pending?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please specify offense, date, punishment, and circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional page if needed)

The Hawkins County School System does not discriminate in employment or admission on the basis of race, color, sex, age, national origin, religion, or handicap. The Hawkins County School System complies with the provisions of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

**IT SHOULD BE UNDERSTOOD:**

Transportation of non-resident students accepted into the Hawkins County School System will be the responsibility of the parent or legal guardian.

**Any parent, guardian, or other legal custodian who enrolls an out of district student in a Hawkins County School and fraudulently represents the address for the domicile of the students for enrollment purposes is liable for restitution to the school district for an amount equal to the state and local per pupil expenditure for the district in which the student is fraudulently enrolled.**

For the purpose of this policy, “residing outside the zone limits of the Hawkins County School System” refers to the legal residence of the student. A student can have only one legal residence, and that legal residence will be deemed to be that of the parent(s), legal custodian (court-appointed or approved), or legal guardian (court-appointed or approved). The legal residence of a student cannot be changed to a location other than that of the student’s custodial parent(s), legal custodian or legal guardian without a court order from a court of competent jurisdiction changing the custody or guardianship of that student.

Middle school or high school students who fail one or more subjects at the conclusion of the current school year may be asked not to re-enter Hawkins County Schools the following year. The decision shall be derived through a conference between the principal and the parent(s) or legal guardian before the end of the current school year. The conference may include other faculty members or school officials who have knowledge relevant to the case.

Non-resident students, or parents of said students, who cause undue hardship to teachers or administrators may result in the student being asked to terminate their enrollment/ attendance in the Hawkins County School System at the conclusion of the current school year and return to their home system.

**If truancy or tardiness becomes an issue, as related to the parent(s) or guardian's transportation responsibility, the student's enrollment will be transferred back to the school system for which he/she is zoned based on the decision of the Truancy Review Board.**

All students approved may be required to pay a tuition fee as may be established annually by the Board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the state or from the student's resident system. Tuition for out-of-state nonresident students shall be charged at the same rate as the average cost per student in the system attended.

When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.

I agree that my child/children will abide by the rules and regulations of the Hawkins County School System and the school to which the child/children is assigned. Furthermore, I understand that “acceptance” of non-resident/out-of-attendance-zone students is a privilege, not a right.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature Indicates Understanding and Agreement

Factors determining acceptance and/or assignment of non-resident students will be those "factors in determining assignment" as recorded in Tennessee Code/TITLE 49 EDUCATION/CHAPTER 6 ELEMENTARY AND SECONDARY EDUCATION/PART 31 CENSUS AND ASSIGNMENT OF STUDENTS GENERALLY/49-6-3103.

**PRIORITY OF ACCEPTANCE OF NON-RESIDENT STUDENTS SHALL BE:**

- FIRST: Children of Hawkins County School System Employees
- SECOND: Non-resident students (in good standing) who were enrolled the previous year.
- THIRD: Siblings of non-resident students who were enrolled the previous year.
- FOURTH: New non-resident students

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Full Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

As parent, legal custodian, or legal guardian of the above named student(s), I do hereby authorize the Hawkins County School System to obtain the following information from the school system or agency listed below [(Public Law 93.380 section 438(b))]:

Name of School System/Agency With Possession of Records and Person Responsible

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information Requested:**

- Cumulative Record
- Psychological Report
- Medical Records
- Hearing Report
- Vision Report
- Exchange of Oral Information
- I.E.P.
- OT/PT Report
- Sp/Lg Report
- Evaluation Reports
- Other (List) \_\_\_\_\_

Approval For Release of Student Records: \_\_\_\_\_  
(Parent or Legal Guardian's Signature)

\_\_\_\_\_  
(Date)

**FOR OFFICE USE ONLY:**

**RECOMMENDATION FROM PANEL OF ACCEPTANCE:**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_ Accept student(s) for enrollment at \_\_\_\_\_ School  
\_\_\_\_\_ Request for transfer or enrollment of non-resident not approved

**RESPONSE BY DIRECTOR OF SCHOOLS:**

Transfer/Enrollment of non-resident student: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Director of Schools Signature

\_\_\_\_\_  
Date

# Hawkins County Board of Education

Monitoring:  <b>Review: Annually, in June</b>	Descriptor Term:  <h2 style="text-align: center;">Attendance of Non-Resident Students</h2>	Descriptor Code: <b>6.204</b>	Issued Date: <b>05/03/18</b>
		Rescinds: <b>6.204</b>	Issued: <b>05/02/17</b>

- 1 Students residing outside the boundaries of the school system may attend schools within the school
- 2 system under the following conditions:
  - 3 1. They must be approved by a board-appointed, three member "panel of acceptance" consisting
  - 4 of the Attendance Supervisor, appropriate supervisor (elementary, middle, or secondary), and
  - 5 receiving school principal. As appropriate, the Special Education Supervisor (or designee) may
  - 6 be included as a fourth member of the "panel of acceptance".
  - 7 2. The director of schools must approve all transfers of Non-Resident Students.<sup>1</sup>
  - 8 3. All students approved may be required to pay a tuition fee as may be established annually by
  - 9 the Board.<sup>2</sup> Annual tuition may not exceed per student, per annum, an amount equal to the
  - 10 amount of funds actually used for school purposes by the school system per student during the
  - 11 preceding school year minus any funds received from the state or from the student's resident
  - 12 system. Tuition for out of state nonresident students shall be charged at the same rate as the
  - 13 average cost per student in the system attended.<sup>2</sup>
  - 14 4. When payment is not made on all or any part of the required tuition for a previous year, the
  - 15 student(s) shall be excluded from future attendance until all prior and current tuition is paid.
  - 16 5. Transportation of non-resident students accepted into the Hawkins County School System will
  - 17 be the responsibility of the parent or legal guardian.
  - 18 6. Approved middle school or high school non-resident students who fail one or more subjects at
  - 19 the conclusion of the current school year may be asked not to re-enter Hawkins County Schools
  - 20 the following year. The decision shall be derived through a conference between the principal
  - 21 and the parent(s) or legal guardian before the end of the current school year. The conference
  - 22 may include other faculty members or school officials who have knowledge relevant to the
  - 23 case.
  - 24 7. Approved non-resident students, or parents of said students, who cause undue hardship to
  - 25 teachers or administrators may result in the student being asked to terminate their
  - 26 enrollment/attendance in the Hawkins County School System at the conclusion of the current
  - 27 school year and return to their home system.
  - 28 8. If truancy or tardiness becomes an issue, as related to the parent(s) or guardian's transportation
  - 29 responsibility, the student's enrollment will be transferred back at the end of the school year to

1 the school for which he/she is zoned based on the decision of the Attendance Review  
2 Committee.

- 3 9. Factors determining acceptance and/or assignment of non-resident students will be those  
4 “factors in determining assignment” as enumerated in TCA 49-6-3103.

5 **PRIORITY OF ACCEPTANCE OF NON-RESIDENT STUDENTS SHALL BE:**

6  
7 **FIRST:** Children of Hawkins County School System employees

8 **SECOND:** Non-resident students (in good standing) who were enrolled the previous year

9 **THIRD:** Siblings of non-resident students who were enrolled the previous year

10 **FOURTH:** New non-resident students

- 11  
12 10. Any parent, guardian, or other legal custodian who enrolls an out of district student in a  
13 Hawkins County School and fraudulently represents the address for the domicile of the student  
14 for enrollment purposes is liable for restitution to the school district for an amount equal to the  
15 state and local per pupil expenditure for the district in which the student is fraudulently  
16 enrolled.

- 17  
18 11. Nonresident students must make application at least two (2) weeks prior to the first day of  
19 school. Application forms for nonresident students are available in the principal's office of all  
20 schools or from the attendance supervisor at the central office.<sup>3</sup>

- 21  
22 12. Requests from students from adjoining states to attend school shall be considered on a case-by-  
23 case basis.<sup>4</sup>

- 24  
25 13. Students who become residents of the school system will be refunded any unused portion of the  
26 tuition on a pro-rata basis and will no longer be considered non-resident students.

- 27  
28 14. Students approved for acceptance as Non-Resident Students will be notified annually of their  
29 status for the upcoming school year. All students will be notified prior to the last day of the  
30 current school year. All other determinations regarding continued attendance in the Hawkins  
31 County School System as a Non-Resident Student will be made by the Board according to  
32 applicable law.<sup>5</sup>

33 Attendance of non-resident students must comply with all applicable State laws and regulations of the  
34 state board of education.

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Legal References

1. TCA 49-6-3104;  
TRR/MS 0520-01-03-.03(11)(f)—(i)
2. TCA 49-6-3003; TCA 49-6-403(f)
3. TCA 49-6-3105
4. TCA 49-6-3108
5. TCA 49-6-3113; TCA 49-6-3103