

**Student Transfer/Tuition Request Form
DAVISS COUNTY PUBLIC SCHOOLS
2023-2024**

Full-Time Employee of Daviess County Public Schools Should Complete the Student Enrollment Option Form

The following schools are closed to all transfer/tuition requests: Country Heights Elementary, Tamarack Elementary, College View Middle School and Daviess County High School

STUDENT NAME _____ Male Female

BIRTHDATE _____ AGE _____ GRADE LEVEL FOR THE **2023-24** SCHOOL YEAR _____

PARENT NAME (Please Print) _____

ADDRESS (Please Print) _____

CITY _____ STATE _____ ZIP _____ COUNTY _____

TELEPHONE NUMBER (Home) _____ (Work) _____ (Cell) _____

PRESENT SCHOOL DISTRICT _____ LAST SCHOOL ATTENDED _____

REQUEST TRANSFER/TUITION TO WHICH SCHOOL _____

Check whether: **TRANSFER** or **TUITION**

Is your child currently in any type of Special Education Class? (Check one) Yes No

***If yes, a copy of your child's IEP must be attached to this request form. (For placement purposes only – not a determining factor in granting acceptance.)**

NOTE: A copy of the most recent grade report or transcript and record of attendance and discipline MUST be attached to this form before a request will be considered. This information is available in Infinite Campus or at your child's school. The parent/guardian is responsible for obtaining and attaching this information.

- Grade Information Attached (required)**
- Attendance Records Attached (required)**
- Discipline Records Attached (required)**

REASON(S) FOR REQUEST _____

I have read and received a copy of the Transfer/Tuition Guidelines.

Parent/Guardian's Signature

Date

Falsified or fraudulent address or student information submitted on this request form will result in request being denied or tuition/transfer status being immediately revoked.

**Please submit to: Director of Student Services, Daviess County Public Schools, 1622 Southeastern Parkway
P. O. Box 21510, Owensboro, KY 42304-1510**

FOR CENTRAL OFFICE USE ONLY

Date Received in Central Office _____ Approved Denied

Comments (Central Office) _____

Director of Student Services

Date

Transfer/Tuition Guidelines

ELIGIBILITY

1. Transfer/tuition is a privilege granted by the Daviess County Board of Education and establishes a guest relationship that requires consistent academic effort, regular school attendance and satisfactory behavior. Academic, behavior or attendance issues may result in revocation of transfer/tuition status.
2. Prior academic, behavior, or attendance issues may result in the denial of the transfer/tuition application.
3. Transfer/tuition requests will not be considered in elementary schools exceeding 85% building capacity.
4. Transfer/tuition requests will not be considered in middle or high schools exceeding 95% building capacity.
5. For schools open to transfer/tuition students, applications will not be considered until class size is determined.

APPLYING FOR TUITION/TRANSFER

1. Applications for the upcoming school year will be accepted from March 1 - June 1. Each application will be stamped with time and date when received at Central Office.
2. Applications will be considered in the order received.
3. Transfer applications will be considered and approved prior to tuition applications.
4. Approval is on a student-by-student basis with no consideration of other family members.
5. Transfer/tuition students need not reapply between elementary, middle, and high school as long as they are in good standing with regard to discipline, attendance, and transportation.
6. Expelled nonresident students will not be accepted by Daviess County Public Schools.

TUITION/TRANSFER CONDITIONS

1. If tuition/transfer request is granted, nonresident parents/guardians are responsible for transportation.
2. Student participation in athletics shall be governed by KHSAA regulations.
3. Nonresident students admitted to the District are subject to the same rules and regulations as resident students.
4. Students with an identified disability as per Kentucky Department of Education regulations and need special programming consideration must be approved by the Director of Special Education. (For placement purposes only - not a determining factor in acceptance.)

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

1. Per Board Policy 09.11, if a family moves from one attendance district to another within the school system, the pupil may be permitted to finish the school year in the school in which s/he was last enrolled (at no cost or service by the Board). However, transportation will not be provided.
2. Parents must immediately report the new address to the School Principal. Failure to report change of address may result in student being required to move to their resident school.

Transfer/Tuition Guidelines**TUITION PAYMENT**

1. Nonrefundable tuition rate is \$250 per half year. Tuition fees are subject to annual review and change.
2. Tuition is to be paid at the Central Office.
3. The first tuition payment is due prior to first day of school and second tuition payment due by January 1.
4. Failure to make the tuition payments by the due dates may result in revocation of tuition status.

APPEAL PROCESS

1. If the request for transfer status is denied, the parent/guardian may appeal to the Superintendent/designee based on an extenuating circumstance. Students seeking an enrollment as a tuition student do not have the right to appeal.
2. The appeal request for an extenuating circumstance transfer approval must be submitted in writing to the Superintendent/designee.
3. The appeal request must specifically address the need for transfer approval based on physical, psychological, education reasons, family hardship, or other extenuating circumstances.
4. Such placement decisions will be addressed on a case by case basis.
5. Extenuating circumstances placement will not be considered for students seeking tuition status.