

**ROBERTSON COUNTY SCHOOLS
REQUEST FOR OUT OF ZONE ATTENDANCE**

Request for school year _____
Request must be approved annually

- Employee
- Result of Rezoning
- Other Reason

Student Name _____

Ethnicity Hispanic _____ Non-Hispanic _____

Race (check all that apply) American Indian/Alaskan Native _____ Pacific Islander/Native Hawaiian _____
Asian _____ White _____ African American _____

911 Address (parent/guardian) _____

Contact numbers (parent/guardian) _____

Student's Age _____ **Grade (year requested)** _____

School presently attending _____ **Have you previously requested OoZ?** __Yes __No

School assigned by virtue of residence _____

School to which reassignment is requested _____

Reason(s) for request _____

Employee option (proof of residency is not required)

(parent/guardian is full time faculty/staff) _____

Check here if your school assignment has changed since the last time you completed this form.

Employment Location

Position

By signing below, you verify that you are the legal guardian of this student, that you have read and understand the Policies & Procedures for school reassignment as listed on the back of this form, and that the information you have submitted is true and correct. Additional documentation may be required.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

FOR ROBERTSON COUNTY SCHOOLS OFFICE USE ONLY

Student ID Number (State) _____

Action Taken Granted _____ Denied _____

Reason Granted _____ additional documentation attached

Reason Denied _____ additional documentation attached

Parent Notified (by letter) Yes _____ No _____ Date _____

Director/Designee Signature Date

Principal Signature Date

Two (2) proofs of residence are required for all enrollments. Only 911 addresses of parent/legal guardian can be used. Post Office boxes are not acceptable. (exception: Homeless as defined by federal law)

Documentation **shall** include two of the following. (Please check the box indicating which documentation is attached.)

- Choose: Property Tax Records
At least Mortgage document/property deed
two Income Tax Documents
 Lease agreement/rent receipts including date, amount and names of persons who made and received payments
 Utility Bill (issued within the last 3 months of the date of verification)
 State or Government issued ID
 Voter precinct identification
 Affidavit- certifying address as student's primary residence (Student resides Mon-Thurs or the majority of nights per month)

In addition to the terms for establishing residency, a non-parental custodian of an enrolling student other than a legal guardian shall provide a notarized document stating his/her relationship to the student, that the student will reside at his/her home full time for the length of the upcoming school year, and explaining in detail the preference for this arrangement.

School Board Policy 6.220 Student Assignment

No transfers will be granted (in county or out of county) where the cumulative effect will reduce desegregation in the sending or receiving school. All transfers are provisional based on a periodic review of enrollment data and continued efforts to reduce segregation.

The district will use the following guidelines when determining eligibility for accepting students from out of zone, including supporting documentation that establishes one of the following reasons:

- 1a. Students of actively employed faculty/staff
- 2a. School Board Policy 6.240 [Safe and Drug Free Schools Act]
- 3a. School Board Policy 4.250 [McKinney-Vento Homeless Education Act]
- 4a. Required accommodations for IDEA identified students
- 5a. Students pursuing a high school course of study not offered in another county school. A signed statement, from the sending school, verifying the unavailability of the specific course(s) necessitating the student's transfer is required
- 6a. Recommendation initiated by the Director of Schools/Designee determined to be in the best interest of the student. Documentation will be required.
- 7a. Hardship transfer- acceptable Power of Attorney (POA) required

The following are not valid reasons for accepting students out of zone:

- 1b. Child care
- 2b. Convenience or proximity to work
- 3b. Participation in extracurricular activities
- 4b. Property/Business ownership
- 5b. Anticipated relocations
- 6b. Other _____

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.