

APPLICATION TO ENROLL NON-RESIDENT STUDENT IN MONTGOMERY COUNTY PUBLIC SCHOOLS

The Montgomery County School Board may accept children from outside Montgomery County on a tuition basis provided students meet admission requirements; require educational services that can be provided by the staff of the Montgomery County School Board in its existing facilities and utilizing its existing programs and services and based on space availability; and comply with the Code of Student Conduct (Policy 7-3.1). Student behavior that is inconsistent with the Code of Student Conduct, including attendance and disciplinary problems, and that requires excessive dedication of school division staff resources, shall result in denial of the non-resident student's application and/or the student's withdrawal from the Montgomery County Public Schools. Non-resident students are subject to all policies, regulations and guidelines of the School Board, including the Montgomery County Code of Student Conduct.

A \$50 non-refundable application fee must accompany each application. No application will be considered without the accompanying fee. Checks should be made payable to MCPS. Please write the student's name in the notation section of the check. The full school/cumulative record including, but not limited to, academic records, attendance records (absences, tardies, check-outs, etc.), discipline records, health records, and records related to services received under IDEA and/or Section 504 from the student's previous school must be included with the application or received by the school division prior to application approval. No application will be considered without the school records outlined above.

Applications for non-resident students will be considered in the order received (i.e. first-come, first served). Applications of those students who meet Montgomery County Public Schools' standards will be approved to the extent that class openings are available. Applications are to be made on or before April 1 of the preceding year. Applications received after April 1 may be deferred until the opening of school in the fall.

(see next page)

APPLICATION TO ENROLL NON-RESIDENT STUDENT
IN MONTGOMERY COUNTY PUBLIC SCHOOLS

Name of Applicant: _____ Date: _____
(Parent/Guardian)

Student's Name: _____

Current legal residence (address) of child: _____

Mailing Address: _____

Telephone Number(s): _____

School division and school in which student is currently enrolled: _____

Current grade level of student: _____

Specific school requested: _____

Course offerings requested for secondary students: _____

Reason for requesting admission: _____

Signature of Applicant: _____

Mail completed application, the \$50 application fee, and student records to:

**Montgomery County Public Schools
Attention: Dr. Lois Graham,
Director of Elementary Education
200 Junkin Street
Christiansburg, VA 24073
540-381-6541**

(see next page)

CHECK LIST FOR NON-RESIDENT STUDENT REQUESTS

Name of Applicant: _____

Student's Name: _____ School Requested: _____

Records Received:

- Application
- \$50 Application Fee
- Academic Records
- Attendance Records (absences, tardies, check-outs, etc.)
- Discipline Records
- Affirmation Relating to Expulsion
- Health Records
- Records Related to Services Received Under IDEA and/or Section 504
- Other Records

Signature Certifying Records Received: _____

Date: _____

Accepted

Denied

Send a copy of the application, the application fee, and any tuition payments to Anita Johnston,
School Board Clerk.

(see next page)

Financial Procedures for Non-Resident Students

- A copy of the application, a copy of the approval or denial letter, and the application fee should be forwarded to Anita Johnston, School Board Clerk.
- One-half of the tuition (which is \$3,055.67 for 2007-2008) is due before the student can be enrolled in the division. The second half of the tuition is due before the beginning of the second semester. Students will not be enrolled for second semester until tuition is paid.
- Tuition paid with the application will not be refunded if the application is approved and the student does not enroll. If the application is not approved, any tuition paid will be refunded.
- Tuition will be based on local cost and shall be set each academic year.