

## OUT-OF-DISTRICT STUDENT APPLICATION 2018-2019 School Year

Dear Parents:

The Manhattan-Ogden USD 383 Board of Education policy allows students who reside outside of USD 383 boundaries to attend district schools. Below are guidelines for accepting Out-of-District students.

- Students will be accepted on a space available basis as determined by district guidelines and building principal approval. See the Non-Resident Student Transfer policy noted below.
- Tuition will not be charged. **Non-resident students will be charged full price for textbook rental and student fees.** Fees are payable at the time of enrollment. Payment plans are not allowed for Out-of-District students.
- An Out-of-District student who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district for disciplinary reasons will not be accepted.
- A copy of the student's current IEP must accompany the application for a student requiring special services.
- A completed application with parent signature gives Manhattan-Ogden USD 383 permission to contact the previous school district.
- Out-of-District pre-school students may be accepted on a space available basis.
- Transportation may be provided to Out-of-District students boarding at existing stops within district boundaries if space is available on the bus.
- Out-of-District students will be accepted for one year at a time. Re-application must be made for each school year.

The Board of Education has approved the following Kindergarten – Grade 8 (K-8) transfer policy:

- The number of teachers per school will be based on the number of resident students assigned to each school.
- Schools with growth areas may reserve some capacity for expected incoming students after enrollment.
- The number of students per classroom would be smaller or no larger at the receiving school than at the sending school.
- Transfers would be based on the following criteria order for district resident and non-resident K-8 students:

Resident Student (In-District) Transfers

1. Children of district employees who are employed in the building.
2. Children who have unique individual needs, such as child care before and after school.
3. Children who have transferred in previous years with successful attendance etc.; the longer the attendance at the building, the higher the priority. (A student's attendance time at their assigned building prior to redistricting would not be considered as years in attendance at their former building under this provision; only students who previously transferred.)
4. All other in-district transfers, including students changing schools due to redistricting.

Non-Resident Student (Out-of-District) Transfers

5. Children of district employees.
6. Children who have transferred in previous years with successful attendance, academics, and behavior. The longer the attendance in USD 383, the higher the priority.
7. All other out-of-district transfers.

Parents of a middle school student who participates in athletics should check with the building principal to see if the transfer will result in loss of the student's athletic eligibility for 18 weeks.

To make application for your child to attend a USD 383 school, complete the application form (a separate form for each child) and send to:

**Superintendent's Office  
Manhattan-Ogden USD 383  
2031 Poyntz Avenue  
Manhattan, KS 66502**

Out-of-District student applications will be accepted beginning April 16, 2018. After August enrollment has been completed in USD 383, you will be notified if your Out-of-District Student Application has been approved. School assignment will be made based upon space availability, the educational welfare of the child(ren), and consideration of keeping siblings together. After these considerations are applied, requests will be reviewed on a first-come basis. **Notification as to school assignment will not occur prior to August 10, 2018.** Completion of online registration and fee payment will not be accepted until notification has occurred.

Sincerely,



Dr. Marvin Wade  
Superintendent

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**Transfer requests are granted on a one-year basis. Applications must be resubmitted each year. Building placement and class assignment are dependent upon space availability and are made by the building principal and district administration. Contact will be made with previous school to verify information. Misrepresentation will result in request being denied. Please write legibly. Return completed form to: Superintendent's Office, 2031 Poyntz Avenue, Manhattan, KS 66502.**

Student Name \_\_\_\_\_ Grade Level - 2018-19 \_\_\_\_\_  
Last First MI

List all other household members and age, who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Home School District \_\_\_\_\_  
USD # School Name Address City

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

Parent/Guardian Address: \_\_\_\_\_  
street city zip code

Phone: Home# \_\_\_\_\_ E-mail \_\_\_\_\_  
Cell# \_\_\_\_\_ Work#(s) \_\_\_\_\_

Did student attend USD 383 during the 2017-18 school year as an Out-of-District student? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, school attended: \_\_\_\_\_ Grade Level: \_\_\_\_\_

If a choice can be honored, which school would you like your child to attend? \_\_\_\_\_

I) Reason for requesting Out-of-District status: \_\_\_\_\_  
\_\_\_\_\_

II) During the last school year the student's records indicate the following:

1. Days absent: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_
2. Times tardy: \_\_\_\_\_
3. G.P.A. or grades: \_\_\_\_\_
4. Was the student suspended or expelled from school last year? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain circumstances: \_\_\_\_\_

I understand the USD 383 administration will review this request. Performance on criteria noted above may be used to allow enrollment for 2018-19 in a USD 383 school or to deny the request.

III) Does the student require Special Education services? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, and student is new to USD 383, 2017-18 out-of-district I.E.P. must accompany application.**

IV) I have discussed this application for Out-of-District student status with the principal and/or counselor at the Home School District and USD 383. I understand that complete school records must be provided to USD 383 if the Out-of-District status is approved, prior to the student attending classes.

**Signing this form affirms that all information provided above is correct and gives Manhattan-Ogden USD 383 staff permission to contact the student's previous school district.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ Copies Sent To: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Application Approved: \_\_\_ Application Denied: \_\_\_ School Assigned: \_\_\_\_\_ Parent Contacted by: \_\_\_\_\_

Administrator of Receiving School \_\_\_\_\_ Date \_\_\_\_\_