

OUT-OF-DISTRICT STUDENT APPLICATION 2019-2020 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- An Out-of-District student who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district for disciplinary reasons will not be accepted.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 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.)
3. Children who have unique individual needs, such as child care before and after school.
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 15, 2019. 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 9, 2019.** Completion of online registration and fee payment will not be accepted until notification has occurred.

Sincerely,



Dr. Marvin Wade
Superintendent

