

ENROLLMENT

Non-Resident Student Enrollment Requirements

The Geneva City Board of Education defines resident students as those who reside in the existing Geneva City School District. For purposes of the admission policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has primary physical custody of the student, as established by an appropriate order issued by a court of competent jurisdiction of the State of Alabama.

Students whose custodial parent(s) or legal guardian(s) reside outside the existing Geneva City School District are considered non-resident students. The Geneva City School Board allows non-resident students to attend school in the Geneva City School System when all of the following criteria are met:

- Student class-size or space availability
- Program capacity availability
- Academic, behavioral, and attendance records are satisfactory
- Completion of an Application of Non-Resident Admission
- Successful interview with school principal

Custodial parents or legal guardians residing in other school districts will not be permitted to circumvent residency requirements and attendance zone lines for executing temporary powers of attorney delegating parental authority to relatives or other persons residing within the attendance lines of Geneva City School System. Powers of Attorney under Section 26-2A-7 of the Code of Alabama are temporary in nature and will require documentation of the type(s) of circumstances contemplated by the legislature and verification that the student resides with the person to whom authority has been delegated. Temporary delegation of parental authority may be accepted based upon information provided to the principal through a written request fully documenting the emergency situation or extenuating circumstances justifying the temporary delegation of authority. Power of attorney or delegation of authority may not be used for the primary purpose of attending Geneva City Schools.

When power of attorney or delegation of authority is accepted and approved by the Principal, the custodial parent(s) or legal guardian(s) may grant temporary power of attorney or delegation of authority for a duration of time as appropriate under the circumstances, not to exceed one calendar year (this is for military purposes only). A non-resident fee is assessed if the custodial parent(s) or legal guardians(s) live outside the existing Geneva City School District.

Application Process for Admission as a Non-Resident Student

Interested students must submit a completed application to be considered for admission. All submitted applications will be screened, but may not be accepted. Submission of an application and accompanying documentation in no way guarantees acceptance into the Geneva City School System. Non-resident students interested in enrollment for the 2017-18 school year must submit a completed application no later than **June 15, 2017** to:

The Geneva City Board of Education
511 Panther Drive
Geneva, AL 36340

Applications will be accepted by mail, or may be hand delivered to the above address between the hours of **8:00 a.m. and 4:00 p.m. Monday through Friday**. Applicants must also have official

education records from their current school submitted directly by that school. Education records must include a copy of the current report card, transcript, discipline, and attendance records.

No application will be considered complete until all educational records from the student's current school have been received directly from that school. Educational records should be postmarked no later than **June 15, 2017 for the application to be considered. Applications will be reviewed in the order they are received until the allotment of successful applicants has been accepted.**

Children of full-time employees who work for Geneva City Schools, but reside outside the existing district, may attend Geneva City Schools without payment of tuition. However, these students must meet all standards established for non-resident students.

Non-Resident Students enrolled at the time of the adoption of this policy will be allowed to attend without the payment of non-resident fees. Any siblings that enroll after adoption of this policy will also be exempt from payment. However, these students must meet all standards established for non-resident students.

Review of Applications

The principal at each school will screen applications and issue letters either declining the application or inviting the applying student to an interview with the principal. Interviews will be scheduled by each school principal. In addition to the requirements of the Non-Resident Student Policy, the principals will also consider the size of the class in the grade level to which the student is making application as a part of the screening process.

Enrollment applications may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

- Does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
- Has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;
- Has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
- Has a record of excessive absences or truancy from school; or
- Presents incorrect or incomplete information on the enrollment application

The Interview Process

At the interview, the custodial parent/guardian and the student will be asked to sign an agreement acknowledging all the requirements of the Non-Resident Student Policy. In addition, the parent(s) or guardian(s) must understand and agree to abide by the expectations set for them and perform the following actions:

1. Ensure the child's ability to attend school
2. Provide transportation for the child
3. Sign an agreement for behavior and attendance expectations
4. Provide correct residency information, and
5. Pay an out-of-district tuition fee

Providing misinformation or failure to abide by the agreement may result in disenrollment of the student.

Acceptance

Each applicant that is interviewed will be issued a letter either declining or accepting the student's application for enrollment as a Non-Resident Student no later than **July 7, 2017**. An approved application shall be valid for one year only. All returning non-resident students must complete an *Intent to Return Form* each year. The Geneva City School System reserves the right to revoke the enrollment status of an out-of-district student at any time for any misconduct that would warrant suspension or expulsion under the Code of Student Conduct, or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the circumstances which resulted in the revocation decision. There is no appeal process; the decision of the Superintendent is final.

Tuition for accepted student applicants must be paid in full no later than **July 13, 2017**. No partial payments, payment plans, or hardships will be considered. Accepted student applications whose tuition is not paid in full by the deadline will not be enrolled into the Geneva City School System, but may reapply the following year.

Tuition

The tuition schedule for the Geneva City School System is as follows:

First family member	\$500.00
Second family member	\$500.00
Third family member	\$200.00

Tuition for both newly accepted and continuing Non-Resident Students must be paid in full no later than **4:00 pm on July 13, 2017**. Tuition payments will only be accepted by cash, money order, or cashier's check and are not refundable. Tuition payments must be made in person at the Geneva City Board of Education Office located at 511 Panther Drive, Geneva, AL 36340. Money orders or cashier's checks should be made payable to the Geneva City Board of Education.

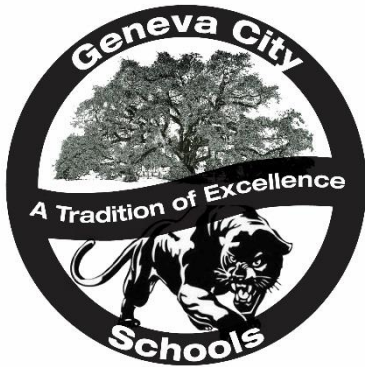
Continuing Enrollment as a Non-Resident Student

All Non-Resident Students will be evaluated at the end of each semester. Those not meeting the requirements of the policy will be withdrawn from the Geneva City School System.

At the end of each school year, all Non-Resident Students will be evaluated and issued a letter from the principal notifying the student of either withdrawal from the system or continuing enrollment. The letter of continuing enrollment will contain the deadline date for payment of the next years' tuition. Failure to pay tuition in full by the deadline will result in the withdrawal of the student.

All Non-Resident Students completing Grade 5 at James A. Mulkey Elementary School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva Middle School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.

All Non-Resident Students completing Grade 8 at Geneva Middle School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva High School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.



Geneva City School System

Application for Non-Resident Admission

511 Panther Drive

Geneva, AL 36340

www.genevacityschools.com

GENERAL INFORMATION

- ➔ This application is for **new** non-resident students only.
- ➔ Academic, behavior, and attendance records from previous schools must be submitted with this application. Poor records may result in the rejection of the student's application.
- ➔ Placement will be on a space-available basis only. The superintendent or designee will make the final decision regarding admission.
- ➔ Non-residents must provide transportation for their child.

STUDENT INFORMATION (one form per student)		
Name (Last, First, MI)		
Date of Birth		
Gender		Current Grade Level
Last School/Daycare Attended		
Did the student receive any special services at the last school/daycare attended? Yes or No		
If yes, explain.		
Has the student ever been enrolled in Geneva City Schools? Yes or No		

PARENT/GUARDIAN INFORMATION		
Name (Last, First, MI)		
Physical Address		
Mailing Address		
Email Address		
Home Phone		
Work Phone		
Other Phone		
Employer		



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FINANCIAL AND ELIGIBILITY AGREEMENT

- ➔ I verify that the above information is accurate and current.
- ➔ I understand that I am financially responsible for all applicable tuition fees as well as fees for any special services for my son or daughter to attend Geneva City Schools and that no statement or invoice will be sent. I am responsible for making my tuition payment when it is due. If tuition is unpaid, my child will not be allowed to attend classes. I may not be notified in advance.
- ➔ I understand that my child's behavior, attendance, and grades can affect their enrollment in the Geneva City School System, as stated in the "Admission of Non-Resident Students' Policy". Problems including, but not limited to, excessive tardiness, truancy, disciplinary issues, and/or poor grades may constitute a basis for the student's dismissal.
- ➔ I agree that transportation arrangements are my responsibility, except as required by law.
- ➔ Non-resident admission may be rescinded without a refund of tuition per Geneva City School System policy.

Signature: _____ Date: _____
Parent/Legal Guardian

Signature: _____ Date: _____
Parent/Legal Guardian

STUDENT ACKNOWLEDGEMENT (3RD GRADE STUDENTS AND ABOVE ONLY)

I understand that my attendance in the Geneva City Schools is dependent upon my behavior and attendance as well as acceptable academic performance.

Signature: _____ Date: _____
Student

Students may submit a completed application **post marked no later than June 15, 2017** to:

The Geneva City Board of Education
511 Panther Drive
Geneva, AL 36340

Applications may also be hand delivered to the above address **no later than 4:00 PM, June 15, 2017.**
