

EMPLOYEE OUT-OF-DISTRICT

Student Enrollment Information

All HCS employees, whether resident or out-of-district, have the privilege of requesting enrollment for their child(ren) in their preferred schools throughout the district, but there have always been guidelines for this process. As per the policy of Hoover City Schools, there is no guarantee as to school placement. Enrollment approval is based on space availability in addition to your child's grades, conduct and attendance. With some schools near building capacity or grade-level capacity, we have to be very careful (1) not to create a situation where EOD and/or Internal Transfer student enrollment necessitates hiring additional personnel or creates overcrowded classes, and (2) not to create a situation where parents of students rezoned to other schools feel that their children have been moved out to make room for EOD or Internal Transfer students.

Below are the basic considerations upon which the placement decision will be made once each child is approved for enrollment:

- There is not a capacity issue at the requested school (either grade level or total enrollment).
- Parent is an employee at the requested school.
- Parent is an employee at a nearby feeder school.
- Requested school is close to spouse's employment.
- Requested school is close to caretaker's residence.
- Other reasons relevant to your individual situation.

You may apply for initial enrollment of your child by completing an application in the Human Resource Department located at Central Office, 2810 Metropolitan Way Hoover, Alabama 35243.

- A signed release from the school district for which your child is zoned (this is required for application to be considered);
- A copy of your child's final report card from the previous school year (except incoming Kindergarten students);
- If applicable, any legal custody documents or other court orders pertaining to custody of your child. (Please be aware that the Out of District employee must be the biological parent/legal guardian, in order for their child to attend Hoover City Schools. *Board Policy Manual, Section 6.1. B.1.: "Students must reside with a custodial parent who is a full-time District employee"*).

Once your application is completed and all the required documentation is attached, we will send the completed application to the elementary (K-5) or secondary (6-12) school administrator for his/her signature indicating approval/denial for your child to attend that school. The form will then be returned to Central Office for approval/denial and you, in turn, will be notified of the final decision by email.

Signed school district releases from employees who are *re-applying* for EOD status in the next school year must be received prior to July 1st.