

Admission and Withdrawal

Residency Enrollment Checklist

RESIDENCY ENROLLMENT CHECKLIST

Name of Parent/Guardian _____

Address _____

City/State _____ Zip _____

Telephone Number: Home _____ Work _____

Name of Student _____

Address _____

City/State _____ Zip _____

Telephone Number: Home _____ Work _____

Address Verification (Parent/Legal Guardian) (Attach copy of document)

___ Rental contract

___ Real Estate Contract signed by all parties

___ Utilities Bill/Deposit Receipt

___ Other, such as payroll check, driver's license, W-4, employment documents

BASIS FOR ADMISSION OF STUDENT (Section 167.020 RSMo)

___ Resides with parent in the School District

___ Resides with legal guardian in the School District (Copy of court ordered guardianship must be attached. A guardian may be appointed for the sole and specific purpose of school registration.)

___ Resides with other family members or resides within a military support community as a resident if one or both parents are stationed or deployed outside of Missouri.

___ Resides with a military guardian in the School District.

___ Homeless child (person less than 21 years of age who lacks a fixed, regular and adequate nighttime residence), including a child who is:

a. ___ are you sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason? Explain if it is a "similar reason." _____

b. ___ are you currently residing at a motel, hotel, car or at a campsite because your home has been damaged or because of economic reasons?

c. ___ are you currently living in a shelter?

d. ___ are you currently living in a temporary housing arrangement due to economic hardship?

Give address or directions _____

___ Special circumstances (Section 167.151, RSMo)

a. ___ an orphan

b. ___ one parent living

c. ___ parents do not contribute to the student's support

d. ___ agriculture (all four of the following conditions must be met: owns real estate of which 80 acres or more are used for agricultural purposes, parent's residence is on the real estate, at least 35% of the real estate is in the District, parent notified District on or before June 30 that student would be attending)

___ Parent is a teacher under contract with the District (Board policy required-Section 167.151 168.151, RSMo)

___ Parent is a regular employee with the District (Board policy required-Section 163.011, RSMo)

Other exemptions to the residency requirements (Section 167.020.6, RSMo)

___ Attending school not in the pupil's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program

___ A ward of the state and has been placed in a residential care facility by state officials*

___ Has been placed in a residential care facility due to a mental illness or developmental disability*

___ Has been placed in a residential facility by a juvenile court*

___ Has a disability identified under state eligibility criteria if the student is in the District for reason other than accessing the District's educational program

___ Has transferred from an unaccredited school

*The district of residence will be billed for the local tax effort for the student(s) attending under these circumstances.

Date of Student Admission _____

___ Student denied admission. Date of denial _____

___ Waiver requested. Date of request _____

WAIVER INFORMATION

Waiver requested by:

___ Parent

___ Legal guardian

___ Student (at least 18 years old)

___ Other (complete information below)

a. Name of person/relative student resides with _____

b. Relationship _____

c. Address _____

d. City/State _____ Zip _____

e. Address Verification _____

f. Reason why student is living with person/relative _____

Other reasons showing hardship or good cause _____

Hearing Date (must be within 45 days of request) _____

____ Student admitted pending decision on waiver request

Date student admitted _____

____ Waiver granted. Date _____

____ Waiver denied. Date _____

Students attending school pursuant to the above information may be counted for state aid purposes.

Nonresident students who may enroll and are not counted by the District for state aid:

____ Tuition

____ Tax credit tuition – Any person who pays a school tax in any other district than that in which he resides may send his children to any public school in the district in which the tax is paid and receive as a credit on the amount charged for tuition the amount of the school tax paid to the district (Section 167.151(3), RSMo)

____ Transportation hardship as assigned by the Commissioner of Education (Section 167.121, RSMo)

____ Attending a regional or cooperative alternative education program or an alternative education program on a contractual basis (Section 167.020.6, RSMo)

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Source: Department of Elementary and Secondary Education, Division of School Services