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**SUBJECT: NON-RESIDENT STUDENTS**

Non-resident families who wish to enroll children in the School System shall submit a request in writing to the Superintendent, who shall determine whether or not the student(s) will be admitted. The Superintendent will also determine which building the student will attend. Requests must be submitted on a yearly basis to be evaluated. The following guidelines will be followed:

- a) Parents/guardians must work out transfer conditions with home school district
- b) Parents must consent to the release of current school academic and discipline records;
- c) Students are in good standing in the school they are currently attending;
- d) There is sufficient space to accommodate the non-resident student;
- e) No increase in the size of faculty or staff will be necessary to accommodate them;
- f) All rules and regulations in effect for District students will be applicable to non-District students;
- g) A student whose parents intend to become residents of the Elmira Heights Central School District within sixty (60) days of the beginning of the semester in which the enrollment is sought may enter the school if they can provide bona-fide evidence of their intent (i.e., sales contract, deed, etc.);
- h) A student who moves from the District after completion of the first semester of the year preceding his/her anticipated graduation year may be given permission to remain in the Elmira Heights Central School District until graduation;
- i) Students of any grade level who move from the Elmira Heights Central School District during the school year may be given permission to finish the semester in which the move occurs;
- j) Children of non-resident, permanently appointed staff members will be enrolled when space permits during the year of the child's initial enrollment. Once enrolled, children may complete their education within the system;

(Continued)

# POLICY

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Students

## SUBJECT: NON-RESIDENT STUDENTS (Cont'd.)

- k) Foreign students participating in a recognized Student Exchange Program may attend District schools. The administration is authorized to file with the U.S. Immigration and Naturalization Service the forms necessary for such students to obtain a student visa. The District will neither sponsor nor accept for admission students whose permanent residence is outside of the United States who are not participating in a recognized foreign student exchange program; and
- l) In all cases described above and any unusual circumstances not covered above, a written request must be submitted to the Superintendent.
- m) Non-resident families must provide their own transportation.
- n) Tuition may be charged to families of non-resident students in accordance with formulas approved by the State Education Department, or at a rate set by the Board of Education. **The Board of Education shall set the tuition rate for non-resident students annually. Tuition shall be diminished by 50% for children of non-resident staff members.**

Students accepted may remain for the school year in which they are accepted if they maintain status as a student in good standing

Education Law Sections 1709(13), 2045 and 3202  
8 New York Code of Rules and Regulations  
(NYCRR) Section 174.2

Adopted: 08/09/04  
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Revised 08/??/2012