## ROBERTSON COUNTY SCHOOLS REQUEST FOR OUT OF ZONE ATTENDANCE

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Student Nam	ne			
Ethnicity	Hispanic	Non-Hispar	nic	
Race (check	all that apply) A		an Native Pacific Islander/Na White African Ameri	
911 Address	(parent/guardian	)		
Contact num	ibers (parent/gua	rdian)		
Student's Ag	e	<b>Grade</b> (year	r requested)	
School assigi	ned by virtue of r	esidence		
School to wh	nich reassignment	is requested		
Reason(s) fo	r request			
Employee op	otion (parent/gua	rdian is full time facul	ty/staff)	
understand t	he Policies & Prod	cedures for school rea	Employment Loca uardian of this student, that you ha assignment as listed on the back of d correct. Additional documentation	ave read and this form, and
Signature of	Parent/Guardian			Date
Signature of	Parent/Guardian			Date
	- — — — -	FOR ROBERTSON COUNTY	SCHOOLS OFFICE USE ONLY Student ID Number (State)	
<b>Action Taken</b> G	ranted	Denied	Date	
Reason Granted _				umentation attached
Reason Denied			$\Box$ additional doc	umentation attached
Parent Notified (I	by letter) Yes	No Date		
 Director/Designee	e Signature	 Date	Principal Signature	Date

` ' '	ffice boxes are not acceptable. (exception: Homeless as defined by federal law)			
Documentati attached.)	on <b>shall</b> include two of the following. (Please check the box indicating which documentation is			
Choose:	☐ Property Tax Records ☐ Mortgage document/property deed			
At least	☐ Income Tax Documents			
two	Lease agreement/rent receipts including date, amount and names of persons who made and received payments			
	Utility Bill (issued within the last 3 months of the date of verification)			
	☐ State or Government issued ID			
	☐ Voter precinct identification			
	☐ Affidavit- certifying address as student's primary residence (Student resides Mon-Thurs or the			
	majority of nights per month)			

**In addition** to the terms for establishing residency, a non-parental custodian of an enrolling student other than a legal guardian shall provide a notarized document stating his/her relationship to the student, that the student will reside at his/her home full time for the length of the upcoming school year, and explaining in detail the preference for this arrangement.

## School Board Policy 6.220 Student Assignment

No transfers will be granted (in county or out of county) where the cumulative effect will reduce desegregation in the sending or receiving school. All transfers are provisional based on a periodic review of enrollment data and continued efforts to reduce segregation.

The district will use the following guidelines when determining eligibility for accepting students from out of zone, including supporting documentation that establishes one of the following reasons:

- 1a. Students of actively employed faculty/staff may attend the cluster where the parent works
- 2a. School Board Policy 6.240 [Safe and Drug Free Schools Act]
- 3a. School Board Policy 4.250 [McKinney-Vento Homeless Education Act]
- 4a. Required accommodations for IDEA identified students
- 5a. Students pursuing a high school course of study not offered in another county school. A signed statement, from the sending school, verifying the unavailability of the specific course(s) necessitating the student's transfer is required
- 6a. Recommendation initiated by the Director of Schools/Designee determined to be in the best interest of the student. Documentation will be required.
- 7a. Hardship transfer- acceptable Power of Attorney (POA) required

The following are not valid reasons for accepting students out of zone:

- 1b. Child care
- 2b. Convenience or proximity to work
- 3b. Participation in extracurricular activities
- 4b. Property/Business ownership
- 5b. Anticipated relocations

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.