

Randolph County Schools Administrative Guidelines

5113.01 - ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN COUNTY ENROLLMENT

Beginning with the 2013-14 academic year, projected enrollment of students residing in a school's attendance area shall be determined by the principal and submitted to the Attendance Director with Year-End Checkout materials. Exceptions to the maximum teacher-pupil ratio as permitted under W Va Code §18-5-18(a) shall not include students who reside outside the school's attendance area. Pre-k and kindergarten students shall enroll in the school within their attendance area.

The number of openings in a particular program for out-of-zone students will be determined by the maximum size for that particular program or classroom, which is the number of students that can be accommodated by State Code and without increasing County expenditures for staff, equipment or facilities. Elementary principals shall be responsible for informing parents of the availabilities for enrollment outside of their attendance area no later than the first day of school commencement.

In-County Transfer Requests

In-County Transfer Request forms for out-of-zone attendance will be accepted for each academic year no sooner than the first of September of the previous academic year, and are to be submitted to the principal of the requested school. A new form must be submitted for each year. The principal of the requested school shall accept or deny the request in writing and state reason(s) for denial on the In-County Transfer Request form. Compliance with state, county and school policies and procedures is required for acceptance of requests. Proof of residency, including documentation of utility connections; and/or change of voter's registration, driver's license, mailing address; and/or a visit to the declared residence by an administrator may be requested to determine outcome.

The availabilities of programs or courses of studies in secondary schools shall be determined on a case-by-case basis, subject to approval by the school administration. Any student submitting a request shall be informed of the prerequisites for each program or course of study in which enrollment is sought. No out-of-zone student will be enrolled in a program or course of study who has not met the prerequisites established for those students residing in the school zone.

The final date for considering requests from secondary out-of-zone students is determined by the content standards and objectives of the program of study and readiness of the student requesting a transfer. The final date for considering out-of-zone requests for elementary school is open. Out-of-zone enrollment shall be revoked in reverse order of acceptance (last in-first out) if enrollment of a new student residing in the attendance area brings the enrollment of the school to maximum size.

Other enrollment factors being equal, out-of-zone students will be accepted on the basis of the date the request is received in the Attendance Department of the Central Office. Revocations of out-of-zone requests will be in reverse order of date received (last in-first out).

The County shall not discriminate against any disabled out-of-zone student (IDEA or Section 504). If a student becomes disabled under Section 504, or a need for special education or related services is discovered, then appropriate services are to be provided, but not necessarily in the school of attendance. If reasonable accommodation cannot be made in the school of attendance, then the parents must agree;

prior to enrollment - that the student will attend the county school at which the needed services are currently available or reasonable accommodation can be provided.

Enrollment in a program or school shall be subject to agreement that transportation of the out-of-zone student is provided by the student or his/her parents to and from the school of attendance, including transportation from/to childcare locations. Out-of-zone residency is not an excuse for absenteeism, tardiness or early dismissal; students must report to school on time and be picked up at the designated time.

Approved 1/23/12

Revised 5/16/14

Revised 8/01/18

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