

ESSEX COUNTY PUBLIC SCHOOLS
ADMISSION OF NON-RESIDENT STUDENTS
Tuition Free

Application form for Essex County Public Schools for the _____ school session:

1. Name of Pupil: _____ D.O.B.: _____
2. School Now Attending: _____
Present Grade Placement: _____
3. I am requesting admission to:
____ Tappahannock Elementary School Grade ____
____ Essex Intermediate School Grade ____
____ Essex High School Grade ____

Has the student ever been suspended or expelled from any school division he/she has attended over the past three years? (Yes or No) _____ If so, please explain.

4. Legal Guardian or
Parent's Name: _____
Address: _____
County of Residence: _____
Telephone: _____

Before signing, please read the enclosed School Board Policy on Admission of Non-Resident Students.

Please mail or hand-deliver this form to:

Essex County School Board Office
Attn: Pupil Personnel Department
P.O. Box 756
Tappahannock, Virginia 22560

I have read the policy concerning admission of non-resident students.

Date: _____ Signed: _____

ESSEX COUNTY PUBLIC SCHOOLS

_____ SCHOOL SESSION

An application form must be completed for each child. Please forward a copy of academic records, discipline records and transcripts for each child with the application. **An official transcript from the exiting school will be required upon enrollment.** Once the application is submitted, the school division will review the student's academic records, discipline records, and also whether the student is in good standing. Transportation from outside the county will be the responsibility of the parent/guardian.

Essex County Public Schools will give consideration for admission to non-resident students. Submission of a completed application does not guarantee admission. Each application for admission will be considered on an individual basis. Admission will be granted or denied in accordance with School Board Policy JEC and JEC-R (School Admission).

Within 15 calendar days of receipt of the application, the Superintendent, or his designee, will provide the applicant with written notification of the approval or denial of the application. If approval is granted, the following shall apply:

- *Approval is for the current school year only. A new Application for Admission of Non-Resident Students must be completed for each subsequent school year.*
- *Transportation to and from school is the sole responsibility of the parent/guardian.*
- *The student is subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.*

This section to be completed by the Superintendent or Superintendent's Designee:

_____ APPROVED _____ DENIED

Signature of Superintendent or Designee

Date