

## **GUIDELINES FOR ENROLLING OUT-OF-DISTRICT AND NON-RESIDENT STUDENTS**

*(Copies of these guidelines should be given to all families of all students  
who are attending school out of their attendance area or from out of the city.)*

1. An out-of-district application must be completed for students to attend Waynesboro Schools who live outside of the school attendance zones or reside outside of the City.
2. Application is made by submitting a Student Transfer Request Form or a Non-Resident Application to the school being requested for the student to attend. Consideration is only given to complete written applications.
3. According to School Board policy, pupils living in Waynesboro will be given first consideration for enrollment. Upon written application requests, children of employees of Waynesboro Public Schools are given consideration next and, if there is a space available, tuition pupil are accepted.
4. Primary consideration is given to student enrollment numbers. New classes will not be created to accommodate out-of-district students.
5. Students in Waynesboro, desiring to attend another school other than their enrollment area, must make application and be approved by the principal and Central Office.
6. Out-of-district students in an individual school building who have been approved for the first time by the principal and Central Office may continue attendance in that building with annual application renewal.
7. Students enrolled in a school who move to another attendance area in the City after the first semester may continue for the remainder of the year with the family providing transportation. An application request may be submitted for a rising 5<sup>th</sup> grader to continue the following year.
8. Students who move out of the City prior to March 31<sup>st</sup> must be approved for continued attendance by the Central Office. Tuition will be prorated for the remainder of the year from the date of the move occurred.
9. Students who move out of the City after March 31<sup>st</sup> may continue with the approval of the principal. No tuition will be charged.
10. Tuition pupils who complete the eleventh grade in Waynesboro may submit application to return to Waynesboro for the twelfth grade without paying tuition. The principal must grant approval.
11. All tuition pupils are subject to approval annually by the principal and the Central Office.
12. Children of employees living outside the City will be approved by the principal and Central Office with tuition fees waived.
13. Employees making request after June 15<sup>th</sup> each year are subject to consideration based on enrollment.
14. In the event that it becomes necessary to deny continuation of out-of-district permission due to enrollment changes, the following guidelines should be followed and the order of priority will be:
  - Pupils living within the attendance area will have priority over all other pupils.
  - Children of resident school employees will receive the same considerations as other resident pupils. Children of non-resident school employees will receive priority over other non-resident pupils.
  - Tuition paying students will have the next priority.
  - Waynesboro resident pupils who live outside the school attendance area will have the lowest priority.
  - In the event that all other conditions are the same, the student with the greatest longevity within the school will have priority.
15. Out-of-district approval may become void due to student attendance problems, excessive tardies, increased student enrollment, or nonpayment of tuition fees.