



Out-of-Zone Request Application for School Year 2019-2020

Student Name:	Grade Level for 2019-2020:
Parent/Legal Guardian Name:	Address:
Telephone Number(s):	Email Address:
Zone School (based on Address):	Current School Attending:

Requested School:

Request Type (please check all that apply):

- WJCC School Full-time Resident Employee** **School/Position:** _____
- WJCC School Full-time Non-resident Employee** **School/Position:** _____
- Child Care** (grades K-5 only)
- Renewal Request** (if selected, the corresponding request type must also be checked above)

Child Care Information (must be completed for child care requests.) The student will receive child care during the following time periods:

- Before School
 After School
 Both before and after school

Child Care Provider Name: _____ Address: _____

Phone: _____

Child Care Certification (to be signed by the child care provider):

I certify that the above child care information is complete and accurate. I am accepting responsibility for this student as indicated above. I will notify WJCC schools of any change in child care.

Child Care Provider Signature: _____

School Board policy permits a student to attend a school outside of assigned attendance zones under certain conditions. If approved, the parent will provide transportation. The student must remain in good standing. The school division has the right to revoke out-of-zone placement at any time.

By signing below, I certify that the above information is true and correct.

Parent/Legal Guardian Signature: _____

SCHOOL USE ONLY:

Good Standing Information (completed by current school student is attending):

Number of Absences: _____ Number of Tardies: _____ Number of Early Release: _____

Number of Discipline Infractions: _____

Current Principal Signature: _____ Phone Number: _____

Receiving Principal Signature: _____ **Date:** _____ **Approved** **Denied**

Dept. of Student Services Signature: _____ **Date:** _____ **Approved** **Denied**

Date Received by Student Services: _____ **Date Processed:** _____ **Date Notice Sent:** _____

Notes:

Additional Considerations:

1. Only students who are in good standing in their current school of attendance will be considered for an out-of-zone placement. It is understood that the student is to abide by School Board attendance policies and the conduct code as provided in the student code of conduct handbook. The privilege of enrollment may be revoked if these guidelines are not followed.

Good Standing is defined as:

- a. Less than 10 days absent per year
 - b. Less than 15 times tardy per year
 - c. Disciplined not more than once for a significant offense, or more than three times for minor incidents
2. Non-resident WJCC employees requesting out-of-zone placement for a student must provide *Good Standing* information.
 3. Enrollment in the requested school may be determined by space availability in a grade level, in certain programs or in the school. Secondary student enrollment will also be based on the availability of courses.
 4. Enrollment will be for the duration of one year. Continued enrollment is dependent upon an annual review of space available, program availability and the student remaining in good standing.
 5. Transportation to the requested school is the responsibility of the parent. Transportation will not be provided except where there is a child care placement and then it must be from an existing bus stop without creating an overcrowding condition. **Transportation for siblings of special needs students will not be provided on special needs buses.**
 6. With the exception of rising freshmen, any high school student who chooses an initial out-of-zone school choice will be ineligible to compete in Virginia High School League-sponsored athletic or scholastic activities for 365 consecutive calendar days after being enrolled in the new school (VHSL Regulation 28-6-1).