

**NEW KENT COUNTY PUBLIC SCHOOLS
OUT-OF-ZONE ATTENDANCE GUIDELINES
(GRADES K-5 ONLY)**

Pursuant to New Kent County School Board Policy JEC, only children who are residents of New Kent County or who are otherwise approved for admission are eligible to enroll in New Kent County Public Schools. The provisions of these Out-of-Zone Attendance Guidelines apply only to such resident or otherwise approved students in grades K-5.

Enrolled students in grades K-5 may attend an elementary school outside their assigned attendance zone for a specified school year under the following procedure:

1. Parents or guardians who want their child to attend a school outside the assigned attendance area should complete a *Request for Outside of Assigned School Zone Placement* form and return it to the principal of the school requested.
2. The principal of the requested school will process the application and forward a copy to the principal of the assigned school and to the Executive Director of Curriculum and Instruction.
3. The principal of the requested school will review the application, conduct appropriate research, and notify the parents or guardians in writing of the approval or disapproval of the application by August 1st of each year.
4. Approval of the application will be limited to the scope of the information presented and the **available space** in the requested school.
5. If the application is approved, parents are expected to provide transportation to and from school. The Director of Transportation may allow children who have received attendance waivers to ride the bus to and from a **pre-existing bus stop** if space is available. This will be determined on a case-by-case basis.



Revised 2-25-13

**EMPLOYEE REQUEST FOR STUDENT ADMISSION / SCHOOL PLACEMENT
(GRADES K-5 ONLY)**

Student Name _____ Date of Birth ___/___/___

Student Grade Level (Upcoming School Year) _____

Student Address _____
Street (Physical Address Only) Town/City Zip

Present Grade Level (Current School Year) _____ School Requested: _____

Parent/Guardian Name _____

Parent/Guardian Telephone: _____
(Home) (Work or Cell)

Building Location of Parent Employee: ___ NKES ___ GWES ___ NKMS ___ NKHS

Reason for Request _____

Parent/Guardian _____ Date _____

Signature

Return to:
Principal of School Requested

New Kent Elementary School
11705 New Kent Highway
New Kent, Virginia 23124

George W. Watkins Elementary School
6501 New Kent Highway
Quinton, Virginia 23141

The student must arrive at school on time, have good attendance, maintain satisfactory academic progress, and abide by school rules and regulations. If the student fails to adhere to these requirements, special permission to attend may be withdrawn.

Principal's approval of waiver cannot be considered unless there is available space. In cases of unexpectedly larger school and/or class enrollment, principals may withdraw out-of-zone permission prior to the opening of school. Parents will receive written notice five (5) days before withdrawal.

NOTE: OUT-OF-ZONE PERMISSION IS VALID FOR ONE YEAR ONLY

Parent/Guardian _____ Date _____

Signature

School Signature _____ Date Received _____

For Office Use Only

Request Approved _____ Request Denied _____ Parent/Guardian Notified of Decision on ___/___/___

Zoned School _____ Reassigned School _____

Signature of Principal: _____
At Reassigned School At Zoned School (If Applicable)

cc: Executive Director of Curriculum and Instruction

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