

Board of Education Policy 4.2320  
Administrative Procedure

**Discretionary Admissions**

**RELOCATIONS:**

- A. Nonresident students of Catawba County whose parents or guardians plan to move into the administrative unit on or before December 1 may be assigned at the beginning of the school year to the school serving the pupil's new residence. If the pupil is relocating from outside of Catawba County, tuition will not be assessed for the period from August 1 to December 1. Documentation from a builder or realtor must be presented to the Superintendent's office specifying the occupancy by December 1. If a family has not moved into the district by December 1, the pupil must be withdrawn at the close of the first semester and enrolled in the district in which the parents or guardians reside.

**RESIDENTS WHO MOVE OUTSIDE THE BOUNDARIES OF THE COUNTY:**

**Students enrolled prior school year:**

- B. A student whose legal residence was located inside the boundaries of the administrative unit and who, during the school year, moves into another administrative unit outside the boundaries of the county, will be **eligible** for continued enrollment IF the student was enrolled at the school the prior school year. During the current school year payment of tuition will not apply. Enrollment for subsequent year shall be approved; however, tuition shall apply.

**Students not enrolled prior school year:**

- C. A student whose legal residence was located inside the boundaries of the administrative unit and who, prior to the end of the first nine-week grading period, moves into another administrative unit outside the boundaries of the county will be **ineligible** for continued enrollment IF the student was not enrolled at the school the prior school year. The student shall be removed from enrollment at the end of the nine-week grading period and shall enroll in the district in which the parents or guardians reside.
- D. A student whose legal residence was located inside the boundaries of the administrative unit and who, after the end of the first nine-week grading period, moves into another administrative unit outside the boundaries of the county will be **eligible** for continued enrollment **only for the remainder of the school year** IF the student was not enrolled at the school the prior school year. Tuition will be waived for that year. The parents or guardians of the student must complete a transfer request form for subsequent years and if approved, tuition would apply.

**RESIDENTS WHO MOVE WITHIN THE BOUNDARIES OF THE COUNTY:**

- E. A student whose parents or guardians move out-of-the school district prior to the end of the first nine-week grading period, AND the student was not enrolled in the school the prior year, shall be **ineligible** to remain at the school; however, the parents or guardians may apply for a transfer to the school. If the transfer request is not approved, the student must enroll in the school district serving his/her new residence.

- F. A student whose parents or guardians move out-of-the district after the end of the first nine-week grading period, AND the student was enrolled in the school the prior year shall be **eligible** to remain at the school for the current and subsequent years; however, the parents or guardians must complete a transfer “request to remain” form at the superintendent’s office.

**STUDENTS ENROLLED IN ERROR:**

If a school erroneously enrolls a student not living in their district, and the error is not discovered until the student has completed an entire school year, the student will not be required to withdraw; however, a transfer “request to remain” form at the superintendent’s office must be completed. Tuition, if applicable, will apply for subsequent years.

If a school erroneously enrolls a student not living in their district, and the error is discovered prior to the completion of the first year of enrollment, the parents or guardians may complete a “request to remain” form for the current school year **only**. The parents or guardians must apply for a transfer for subsequent years and, if approved, tuition shall apply. Tuition for the current school will not apply.

**FRAUDULENT INFORMATION:**

If a parent or guardian provides a school or the district office fraudulent information to obtain permission to enroll a student, the student will be **withdrawn** from the school immediately upon the discovery of the fraudulent information.

**REVOCAION OF TRANSFERS:**

Nonresident students who are accepted and whose behavior is later judged to be unmanageable would be **denied** continued attendance. Continued attendance also may be rescinded based on academics, discipline, attendance, tardies, and other measures of standing and progress in the school district. Except in cases of major violations of the Code of Conduct, the parents or guardians will be given written notification of the possibility of this action.

If a student living outside of Catawba County is approved as a transfer student and the student’s transfer is later revoked for not remaining in “Good Standing” the tuition paid will be reimbursed on a pro-rata basis for the time of attendance.

**TRANSFER AVAILABILITY:**

In making decisions regarding the availability of transfer slots at each school, the following criteria shall be used:

The projected enrollment for the specific school year

- Total Enrollment reflected on the 6<sup>th</sup> month Principal’s Report
- Subtraction of the total number of students in the exit grade
- Addition of students to enter the entry grade (For elementary schools, the current kindergarten enrollment will be used for the K grade)
- The classroom space available as identified in school capacity chart
- The classroom distribution sheets (utilizing projected enrollment numbers) completed by elementary schools in April of each school year

Utilizing the data identified above, a total number of transfer slots will be identified at:

- Each grade level in elementary schools

- Each grade level in middle schools
- Total school positions (9-12) in high schools

**PROCEDURE TO CLOSE A SCHOOL TO TRANSFER POSITIONS:**

In May of each school year, the Superintendent will present recommendations to the Board of Education regarding the following:

- A. The closing of a school to all transfer requests based on space availability.
- B. If space is available:
  - The number of transfer slots available at each grade level in elementary schools
  - The number of transfer slots available at each grade level in middle schools
  - The number of transfer slots available in grades 9-12 at each high school

After the initial approval of transfer slots at a school – the school may **only** be closed at the direction of the **Superintendent**. A principal must submit a request and rationale to have his/her school closed to transfer students for superintendent approval.

Due to the fact that available transfer slots are based on a “projected” enrollment, additional transfer slots may be “opened” (after school begins) if the projected enrollment is less than anticipated.

**CATAWBA COUNTY SCHOOLS**

**AFFIDAVIT**

1. My name is \_\_\_\_\_

My permanent address is \_\_\_\_\_

\_\_\_\_\_. I am

the (parent) (guardian) (custodian) of \_\_\_\_\_

\_\_\_\_\_, who resides at \_\_\_\_\_

2. As of the date of this Affidavit, \_\_\_\_\_

\_\_\_\_\_ (is) (is not)

under suspension or expulsion from attendance at any public or private school in the State of North Carolina or any other State, Territory or District of the United States.

3. As of the date of this Affidavit, \_\_\_\_\_

\_\_\_\_\_ (has) (has not) been

convicted of a felony in the State of North Carolina or in any other State, Territory or District of the United States.

Further your Affidavit says not.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

Sworn to and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_