

Horseheads Central School District
ASSIGNMENT OF STUDENTS TO SCHOOLS AND CLASSES

Non-District Assignment Request for Students in Kindergarten through Fourth Grade

BOARD POLICY 5152: "The district will not accept students who are not bona fide residents of the Horseheads Central School District except children of employees. Children of employees may be admitted tuition-free during the period the parent is an employee of the district. Students must comply with the district's code of conduct. If the parent's employment terminates during the school year, the student shall be allowed to complete the school year.

Employees may request that their child(ren) be picked up or dropped off at a bus stop within the boundaries of the school that their child(ren) attends. Their child will be allowed to ride the bus to and from school provided it does not add an additional bus run or stop and provided the student complies with the transportation code of conduct.

BOARD POLICY 5153: "Children of non-resident District employees in grades K-4 shall be assigned annually to an elementary school at the discretion of the Superintendent (or designee)."

Date Submitted: _____

Name of Student(s) _____ Grade _____
 _____ Grade _____
 _____ Grade _____

School Year of Request: _____

School Requested: _____

Parent/Guardian Name: _____

Address: _____

Telephone: _____ (H) _____ (C)

District of Residence: _____

Detailed Reason for Request:

I acknowledge the above referenced policies.

Signature of Parent/Guardian: _____ Date _____

Received by: _____ Date _____
 (Principal of Requested School)

Assigned School: _____

Signature of the Superintendent (or designee): _____ Date _____

Copies:

Assigned School

Central Registrar

Transportation Department

Parent