



DINWIDDIE COUNTY Public Schools

14016 Boydton Plank Road, Dinwiddie, VA 23841
Phone: 804-469-4190 • Fax: 804-469-4197

DCPS Administrative Office Use Only

Date Received: _____
Approved: _____ Yes _____ No _____ N/A
Receiving School: _____
Grade: _____
Gifted: _____ Yes _____ No
Special Education: _____ Yes _____ No
Date: _____ / _____ / _____
Signature: _____
School Notified: _____ Letter Sent: _____

OUT-OF-ZONE APPLICATION

(Please complete an application for each student)

School Year: _____

Please check one:

- _____ School Out-of-Zone of Residence within Dinwiddie County (All Sections)
- _____ School Out-of-Zone of Residence of a Full-Time Employee (All Sections)
- _____ Non-Resident Student of a Full-Time Employee (Sections I, II, III, & V)

I hereby apply for consideration of an out-of-zone placement of the named child for reasons stated below. ***If approved, I understand that transportation will be my responsibility.***

Applications with a current out-of-zone approval attending the same school next year will have a renewal window of **April 1 – July 1**. Applications received by July 1 will receive priority consideration and a determination letter will be mailed to the home address the week of August 1. Applications submitted after July 1 will not be processed until after the first ten days of school to determine available space at the requested school.

Section I – Student Information

Student Name _____	Date of Birth _____	Grade _____
Preferred Telephone Number _____	Alternate Phone Number _____	E-Mail Address _____
Name of Parent/Legal Guardian _____	Current Legal Address _____	Zip _____

Please mark all that pertain to your student: ___ IEP/504 Plan ___ Gifted ___ Suspension(s) on record ___ Attendance concerns
If applicable, please describe services required below.

Section II – School Out-of-Zone of Residence

Zoned School (Assigned School within Residence) _____ Requested School _____

REASON FOR REQUEST: *Mark all that apply* (Please attach letter or documentation to support reason for request.)

- 1. New Application Sibling at the requested school.
- 2. Renewal - Student is currently enrolled at the requested school.
- 3. DCPS Employee - Employee Position: _____ School _____
- 4. Child Care (***Child Care Section IV MUST be completed, notarized and sealed.***)
- 5. Continuing - 11th grade student who resides out-of-district and is currently enrolled at the requested school.

Comments: _____

GOOD STANDING: Only students in good standing are eligible for out-of-zone consideration.

The following conditions and requirements will apply to all out-of-zone requests and the continuance of attendance for students in requested schools:

1. "Good standing" will include the following:
 - a. Not absent more than 10 days per year
 - b. Not tardy more than 15 times per year
 - c. Not disciplined more than once for a significant offense, or more than three times for minor incidents
2. If approved, student attendance and discipline must remain in good standing or approval may be revoked.

Section III - Transportation

If approved, I understand that transportation will be my responsibility. Please explain your proposed transportation arrangements below.

- Provider or I will transport my child to/from school. _____
- Provider will meet my child at the bus stop located at _____
- Other (please specify): _____

Section IV – Child Care Certification

This section must be notarized and sealed. The child care provider is required to immediately notify Dinwiddie County Public Schools when child care is no longer provided.

The student will receive child care during the following time periods:

- Before School
- After School
- Both Before and After School

Child Care Provider Name: _____

- In Zone
- Out of Zone

Address: _____
Street

City State Zip

Telephone Number: _____

Alternate Number: _____

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Child Care Provider Signature Date

Notary Public Date

My commission expires: _____
Date

SEAL:

Section V – Parent/Legal Guardian Agreement

School Board policy permits a student to attend a school outside of assigned attendance zones under certain conditions. I understand that if this out-of-zone request is approved:

1. Transportation will not be provided by the school system.
2. Student must remain in good standing. Enrollment may be revoked for poor grades, poor attendance, disruptive or uncooperative behavior on the part of student and parent, tardiness, overcrowding or other factors.
3. If this request is approved, this does not constitute a permanent transfer. Out-of-Zone requests must be renewed yearly and all requests must be made by July 1 for consideration for the new school year.
4. All requests to attend a school out-of-zone of residence will be granted based on space availability and teacher/pupil ratio.

I have read the regulations for **School Attendance Areas** and/or **Fringe Benefits for Professional Staff** and have attached a signed copy with this application. I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Parent/Guardian Signature Date

Notary Public Date

SEAL:

My commission expires: _____
Date



OUT-OF-ZONE POLICY REGULATIONS

POLICY JC-R SCHOOL ATTENDANCE AREAS

Students are required to attend the school in the attendance area in which they reside. However, an exception may be granted, with submission of *Out-of-Zone of Residence* form, to avoid cases of undue hardship related to before and after-school child care arrangements where the school sought to be attended is located in the attendance area in which the child care provider is located and the attendance of the child at the school will not necessitate the hiring of any additional personnel or special transportation arrangements.

If a parent or guardian is a full-time contracted employee of the school system, the student may attend the school within the attendance zone in which the parent or guardian is based; with the submission of an *Out-of-Zone of Residence* form. Once the placement has been established, no transfers will be allowed for that year, unless the employee’s assignment is changed to another attendance zone.

POLICY GCBC-R FRINGE BENEFITS FOR PROFESSIONAL STAFF- Regulations

1. Non-resident School Admissions for Children of Employees

Subject to the provisions of paragraph D, employees of the Dinwiddie County School Board who are not residents of Dinwiddie County, but are residents of Virginia, may enroll their children in the Dinwiddie County Public Schools on an annual basis without payment of tuition. The following stipulations will govern the enrollment in Dinwiddie County Public Schools:

- A. A student transferring from another division must be in good standing in the previous school division and must maintain good standing status in Dinwiddie Schools to continue enrollment.
- B. Written application must be received in the superintendent's office prior to the first day that teachers report to work each school year. Parents are encouraged to make application by June 1 of each year or as soon as possible after school closes in June to aid in planning and scheduling.
- C. The parent may request enrollment in the schools serving the attendance zone in which the employee works. Assignment will be determined by the projected enrollment and the student may be assigned to another school to balance enrollment after the school year begins. Requests for assignment to other schools will be considered on the facts in each case and the enrollment at the school requested. Requests to change assignment during the year will not be considered unless the employee changes assignment to another attendance zone.
- D. All students, including students eligible for special programming for gifted and talented or special education and/or related services, will be considered annually on the merits of each case. Factors which might be considered include availability of space, availability of the specific services required, the special needs of the students, and additional cost factors.
- E. The parent must arrange for transportation to and from school; however, travel to and from a location within the area served by the school to which the student is assigned may be by school buses serving that school.
- F. The parent must arrange for the child to be supervised before and after the specified time for students to arrive and leave. Personnel at the school will not be required to supervise students beyond their normal work day.

Student Name

Parent/Guardian Signature

Date