

# 2016-17 Non-Resident Enrollment Application

Student's Name (First) \_\_\_\_\_  
 (Last) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_  
 Primary Phone \_\_\_\_\_  
 E-Mail/Secondary Phone \_\_\_\_\_  
 School District You Live In \_\_\_\_\_

Submit Application to:  
 West Ottawa Public Schools  
 Office of Student Services  
 1138 136<sup>th</sup> Ave.  
 Holland, MI 49424  
 Phone 616-786-2053  
 valkema@westottawa.net



District & Building Student Currently Attends \_\_\_\_\_ Current Grade \_\_\_\_\_

Student's Birth Date \_\_\_\_\_ Grade Requested \_\_\_\_\_ Desired Date for Enrollment \_\_\_\_\_

Building Requested : \_\_\_\_\_ (If elementary, please rank top three choices, 1, 2, 3)  
 \_\_\_ Great Lakes \_\_\_ Lakeshore \_\_\_ Lakewood \_\_\_ North Holland  
 \_\_\_ Pine Creek \_\_\_ Sheldon Woods \_\_\_ Waukazoo \_\_\_ Woodside

Does student have brothers/sisters enrolled in this district? If yes, list name, school, grade \_\_\_\_\_

Reason for Changing School Districts \_\_\_\_\_

Please indicate if this student has been:  Suspended  Expelled  Truant

Date/Reason/District \_\_\_\_\_

Date/Reason/District \_\_\_\_\_

**Please review information on the back, then read and sign below:**

This district does not discriminate on the basis of race, color, disability, religion, gender or national origin. The district reserves the right to limit enrollment based on capacity of buildings or programs as well as failure of applicant to meet any special requirements for entry into its buildings or programs. Enrollment may also be denied to a student who has been suspended or expelled from their previous district or for attendance and lack of credits earned.

I understand the above limitations and certify that the information provided on this application is true and complete to the best of my knowledge. I understand the enrollment requirements that pertain to my student as outlined on the back of this application.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**For District Use Only**

<p><b>Student Enrollment Status</b></p> <p>_____ Enrollment Approved                  _____ Building                  _____ Grade                  (Note: If Sec 105c Sp Ed Student, an agreement has been executed with the resident district.)</p> <p>_____ Enrollment Denied for the Following Reason:                  _____</p> <p>_____ Authorized Signature</p> <p>Date Notified _____</p>
---

<p><b>Non-Resident Category under which Student is Enrolled &amp; MSDS Code</b></p> <p><i>Bolded categories must have signed release</i></p> <p>_____ <b>OAISD Choice Program * (06)</b>                  _____ <b>Resident District Release * (06)</b>                  _____ Cooperative Education Program (06)                  _____ Special Education Ctr Prpgram (06)                  _____ Alternative Education Program (06)                  _____ CTE/Vocational Program (06)                  _____ Non-Public School Student (04)                  _____ Home Schooled Student (07)                  _____ Non K-12 District (01)                  _____ Inter-District Split Student (06)                  _____ Child of District Employee (06)                  _____ Other (06)</p>
--

<p><b>* Resident District Release (Required Annually)</b></p> <p>_____ Resident District Release                  _____ OAISD Choice Program</p> <p>This student is released for enrollment into another school district.</p> <p>_____ Releasing School District</p> <p>_____ Authorized Signature</p> <p>_____ Date</p>
--

## **Non-Resident Category – Description & Guidelines**

### OAISD Choice Program

- Application/enrollment period throughout school year
- Continued attendance confirmed annually
- Release obtained annually from district of residence
- District not required to provide transportation
- Program not advertised
- Districts not required to release more than 5% of previous year enrollment to other OAISD schools.

### Resident District Release

- Student must be released from district of residence to claim in membership
- Continued attendance confirmed annually
- Release obtained annually from district of residence
- District not required to provide transportation.

### Cooperative Education Programs

- Programs operated under written agreement between districts
- Provides specific type of educational programs
- For students in certain districts
- Cooperative agreement is approval to count the non-resident student in membership
- Agreement may address transportation issues.

### Examples of Cooperative Education Programs that May Fall Within Above Guidelines

- Special Education Center Programs
- Alternative Education Programs
- Career & Technical Education/Vocational Programs
- Non-Public Education for Non-Essential Electives
- Non K-12 Districts

### Split Schedule Students

- Student enrolled in both resident and non-resident district
- Not under cooperative agreement
- Membership FTE claimed at both districts
- Resident district release not required if FTE at non-resident district one-half or less of total FTE
- District not required to provide transportation.

### Child of District Employee

- Employee's children may be enrolled without release from resident district
- District not required to enroll
- Board policy should exist
- Tuition may not be charged
- Reported as non-resident
- District not required to provide transportation.

### Other Non-Resident Students That May be Enrolled Without Resident District Release

- Victim of Criminal Sexual Assault/Serious Assault at resident district
- Student whose district of residence changes after fall count day but prior to supplemental count day and who continues to be enrolled on supplemental count day as a nonresident may be counted without release from resident district. (Reported as non-resident).