

**Rock Creek U.S.D. 323  
Out-of-District Student Application**

Request to Attend: \_\_\_\_\_ School Year \_\_\_\_\_  
 Rock Creek Jr./Sr. High School  
 St. George Elementary  
 Westmoreland Elementary

Student(s): \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_  
 \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_  
 \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

Parent(s)/Guardian \_\_\_\_\_  
 Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 City, Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student's Resident District \_\_\_\_\_  
 Last School Attended \_\_\_\_\_  
 Reason for Attendance in U.S.D. 323 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I understand that U.S.D. 323 reserves the right to deny or revoke out-of-district student applications at any time and for any reason including but not limited to previous discipline problems, poor school attendance, poor academic record, or lack of facility space (see back of application). By signing below I acknowledge that I have read and agree to all school district policies regarding out-of-district students.*

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

**Administrative Recommendation:**

Approved  
 Denied

\_\_\_\_\_  
Principal/Date

Principal's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved  
 Denied

\_\_\_\_\_  
Superintendent/Date

Approved  
 Denied

\_\_\_\_\_  
BOE President/Date

**Out-of-District Student Policy  
Rock Creek USD 323**

*The potential for a large and sudden increase of in-district students combined with the near capacity status of our buildings requires a policy for accepting out-of-district students. The following policy, therefore, is proposed:*

**Phase I:** Out-of-district applications will not be acted upon until the July BOE meeting at the earliest. If need be, a special BOE meeting will take place after enrollment in order to determine the district's ability to accept out-of-district applications.

**Phase II:** Only the following out-of-district applicants will be considered:

1. The children of employees
2. Out-of-District students who have attended USD 323 for at least one year

**Phase III:** Only the following out-of-district applicants will be considered:

1. The children of employees
2. Out-of District students who have attended USD 323 for at least three years

**Phase IV:** Only the following out-of district applicants will be considered:

1. The children of employees
2. Out-of District students who have attended USD 323 for at least five years

**Phase V:** The only out-of-district applicants considered will be children of employees.

**Additional Policies:**

1. Building principals should deny out-of-district applications when their investigation or experience reveals moderate to severe problems associated with the student's discipline, attendance, or academic achievement.
2. Out-of-district applications are approved for one academic year at most and the USD 323 administration reserves the right to terminate any approved application at any time for problems relating to student discipline, attendance, or academic achievement. A copy of this policy should accompany all out-of-district applications.
3. As part of the application process, the building principal may require the student to submit a transcript, prior year attendance, and discipline report from their previous school.
4. Out-of-District applications will not be accepted after the Sept. 20<sup>th</sup> enrollment count.
5. The superintendent shall have the authority to deny the acceptance of any out-of-district students for any and all buildings or grade levels at any time.
6. In all Phases of out-of-district prohibition, the siblings of accepted out-of-district students will also be accepted.
7. If any out-of-district students are prohibited at certain buildings only the siblings of those students will have the option of attending at other buildings where their attendance has not been prohibited. For example, if certain out-of-district students have been prohibited from attending SGE only, their siblings may still attend RCJSHS if they choose to do so.

Approved: October 12, 2005