

MARTINSVILLE CITY PUBLIC SCHOOLS

Out-of-Zone/Non-Resident Enrollment Requests School Year 2021-2022

Parents requesting to enroll their out-of-zone or non-resident student(s) in any Martinsville City school for the 2021-2022 school year must complete an Out-of-Zone/Non-Resident Enrollment Request Form for each student, even if their child(ren) currently attend a school in our school division.

Upon receiving the Principal's enrollment recommendation, the Superintendent's final approval of out-of-zone/non-resident enrollment requests will be prioritized as follows:

First Priority Deadline: May 7, 2020

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the First Priority Deadline will be considered in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students

Second Priority Deadline: May 28, 2020

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the Second Priority Deadline will be considered in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students
 - Requests from students seeking out-of-zone/non-resident enrollment for the first time

IMPORTANT NOTE: Currently enrolled and siblings of currently enrolled out-of-zone/non-resident students submitting requests after the Second Priority Deadline may not receive approval for enrollment if available slots are filled.

Third Priority Deadline: June 25, 2020

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the Third Priority Deadline will be considered by the date received, and then in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students
 - Requests from students seeking out-of-zone/non-resident enrollment for the first time

Out-of-Zone/non-resident enrollment requests received **after July 1** of each school year will be prioritized as space permits.

Exceptions to the above stated priority order of approval may be made at the discretion of the Superintendent based upon consideration of extenuating circumstances or other relevant factors. Such exceptions will be made on a case by case basis upon written appeal of the parent or guardian to the Superintendent.

Please refer to the Martinsville City School Board Policy JC – Student Attendance and Regulation JC-R for additional information about requirements and the approval process for Out-of-Zone/Non-Resident enrollment requests:

<http://www.martinsville.k12.va.us/section-j.html>