

Admission to Putnam County Schools Nonresident Application

If a student resides in a county other than Putnam, the following steps must be completed EACH YEAR before admission will be considered. The Superintendent will notify you as to approval or denial for admission. If a classroom should exceed grade level capacity during the school year, any nonresident student (out-of-county) would be required to return to their zone or county of residence.

STEP 1: Student Information – Complete sections below and sign. Please print.

Student Name _____ Telephone Number _____ Date of Birth _____

_____ Present Address _____ County _____

_____ Person Making Application _____ Relationship to Student _____

_____ Address (if different from above) _____

I certify that the above student has received all required immunizations. Documentation must be submitted for initial enrollment. I certify that all information contained herein is true and accurate to the best of my knowledge. I understand that an incomplete application or inaccurate information will be cause for denial.

_____ Signature of Person Making Application _____ County _____

If you are not the parent or legal guardian, you must fill out the “Certificate of Responsibility” form available in the principal’s office.

STEP 2: Eligibility – Complete sections below. Please print.

School for which application is made: _____

Effective date of transfer request: _____

Reason for application: (check one):

- ☐ Putnam County Schools employee (Employment causes need for student to attend Putnam County Schools.)
☐ Desire for student to attend Putnam County Schools and reside in outside county attendance zone.

_____ Current School/County _____ Grade Completed _____ Grade Entering _____

_____ Address While Attending Above School _____ Current County of Residence _____

If last school attended was same as the one for which you are applying, check one:

- ☐ Attended as a resident of Putnam County.
☐ Attended as approved nonresident student.

Does the student have a Level III or Level IV discipline infraction in the past year? ☐ Yes ☐ No

Public school transfer applicants: Provide a certified copy of the student’s WVEIS Discipline Detail Report.

Private school applicants: Provide a certified copy of the student’s discipline report.

STEP 3: Transportation – Complete sections below and sign.

I agree to provide transportation to and from school. ☐ Yes ☐ No

NOTE: Bus service will ONLY be provided in the event space is available on the established bus route unless listed on the student's Individualized Education Plan (IEP).

Signature of Person Making Application

STEP 4: Certification of Grade Level Capacity – Principal to complete below.

Elementary/Middle School:

Present projections indicate that _____ students are enrolled in grade/team _____, with _____ teachers assigned.

Therefore, I certify that the above projections show that the enrollment of (student name) _____

will ☐ will not ☐ exceed grade level capacity or violation of West Virginia Code 18-5-18a.

LEGAL REF: WVA Code 18-5-18a requires that teacher-pupil ratio not exceed 20 pupils per class in kindergarten and shall not exceed 25 pupils per class in grades 1-6.

High School:

Present projection indicates the enrollment of (student name) _____ in grade _____

will ☐ will not ☐ exceed grade level capacity.

Explanation if needed: _____

Principal Signature

Date

STEP 6: Level Director's Approval

I have reviewed this application and I recommend approval ☐ denial ☐.

Explanation if needed: _____

Level Director's Signature

Date

STEP 7: Superintendent's Recommendation with Board Approval

The above application for transfer is approved ☐ denied ☐.

Superintendent's Signature

Date