

## Augusta County School Board

**Dr. Eric W. Bond**  
*Division Superintendent*

P. O. Box 960  
Verona VA 24482

**(540) 245-5100**  
**FAX (540) 245-5115**

**Dr. Douglas W. Shifflett, Jr.**  
*Deputy Superintendent*

Website - [www.augusta.k12.va.us](http://www.augusta.k12.va.us)

TO: Parents/Guardians Requesting Applications for School Enrollment/Attendance

FROM: Dr. Douglas W. Shifflett, Jr., Deputy Superintendent

SUBJECT: Requests for Special Attendance Permission for Students to Attend School in Augusta County, 2022-2023

---

Enclosed is the package of materials necessary for requesting special attendance permission from the Augusta County School Board. Please note that each application must be considered on an annual basis, since factors such as adopted criteria, available space, attendance record, student conduct, and academic achievement are considered in the request. While there are no "automatics" in processing applications, do know that common sense will apply when reviewing individual requests in keeping with the adopted criteria.

Several Augusta County Schools are experiencing crowded conditions due to increased student enrollments and higher pupil teacher ratios. Such schools may be restricted in accepting new special attendance admissions. Please contact either the school principal or this office should you have specific questions pertaining to the special attendance process.

DWS/kt

Enclosure

---

### ® Non-Discrimination Policy

---

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Title IX Coordinator Dr. Miranda M. Ball Executive Director of Personnel P. O. Box 960 Verona VA 24482 (540) 245-5107	Section 504 Coordinator Dr. Douglas W. Shifflett, Jr. Deputy Superintendent P. O. Box 960 Verona VA 24482 (540) 245-5108
--	---

# CRITERIA FOR SPECIAL ATTENDANCE 2022-2023

The Augusta County School Board authorizes the Deputy Superintendent to admit certain persons to the Augusta County Public Schools or allow transfer between county schools in keeping with the below criteria. A desire on the part of a pupil to participate in extra-curricular activities, including athletics, will not be deemed a valid criterion.

## 1. Parent/Guardian is an Employee of Augusta County School Board or Augusta County Government

As of the 2001-2002 school year, new admissions will only be considered for the school and/or feeder schools where the employee is assigned. An employee having contractual duties at another school may request admission for that location. Applicable school attendance zones for regional employees will be determined by employing facility location. Actual enrollment will depend on available space in a particular school. Only under the above circumstances, will student tuition be waived. Criteria #1 applies to both resident and non-resident employees.

## 2. Relocation due to Agency/Court/Family

- A. When parent/guardian moves out of Augusta County:  
Students can complete their current year when the move occurs. Tuition will be applied for the remaining months of the school year (September through June). A senior, 8<sup>th</sup> and/or 5<sup>th</sup> grader can enroll for their last year in the school where they completed the 11<sup>th</sup>, 7<sup>th</sup>, and/or 4<sup>th</sup> grade. Tuition will be charged.
- B. When parent/guardian plans to move into Augusta County:  
Proof of upcoming residence must be presented, and the move must be scheduled to occur within the school year.
- C. When parent/guardian moves within Augusta County:  
Students can complete the remaining part of the school year in the school where they enrolled initially. A senior, 8<sup>th</sup> and/or 5<sup>th</sup> grader can enroll for their last year in the school where they completed the 11<sup>th</sup>, 7<sup>th</sup> and/or 4<sup>th</sup> grade.

## 3. Child Care (Elementary School Only)

Parent must demonstrate hardship in needing childcare and explain why care is not provided in their "home" school area. Care is to be verified by notarized form signed by both parent and caregiver.

## 4. Specific Health or Emotional Situations

Requests must be supported by explicit professional information regarding the student's needs. The manner in which a transfer will remediate the difficulties must be explained. Upon request, other appropriate documentation regarding unique situations must be provided.

## 5. Curriculum – Program (High School Only)

A sequential course offering is not available in "home" school, but is available elsewhere. Additional course credits necessary for graduation can be earned in another school.

### ALL SPECIAL PERMISSIONS ARE PREDICATED UPON:

Acceptable average Teacher/Pupil ratios  
Instructional capacity  
Space available in the grade/course  
at the desired school  
Proper attendance record

Appropriate student conduct  
Meaningful effort in classes  
Parents are responsible for transportation  
Renewals are to be made on an annual basis

---

## Tuition for Nonresident Students

Nonresident students who are allowed to enroll in an Augusta County school will be charged tuition. The School Board will establish the tuition fee each year. **This fee is to be paid in full prior to the student attending classes in the school division.**

<b>The tuition fee for the 2022-2023 school year will be \$750.00</b>
---

- Tuition will not be reimbursed if the student admitted under special permission is withdrawn during the school year.
- If a student enrolled on special permission, becomes a resident of Augusta County (Code Section 22.1-3), any balance of paid tuition will be refunded upon receipt of the verification of that residency.

**NOTE: Course fees normally charged Augusta County resident students will be applicable to students attending a school on special permission.**

# Augusta County Public Schools

## Application for Special Attendance

### 2022-2023 School Year

For additional applications please check our website at: [www.augusta.k12.va.us](http://www.augusta.k12.va.us)

**PLEASE PRINT ALL INFORMATION (one form for each child)**

Student Name: \_\_\_\_\_  
Last First Middle

Student Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
Mo. Day Year (K-12 – for the 2022–2023 school year)

School your child would normally attend: \_\_\_\_\_

School for which application is being made: \_\_\_\_\_

Did your child attend this school under special permission during the 2021-2022 school year? Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Telephone Number: Home: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work: \_\_\_\_\_

Resident of: Augusta County ( ) Staunton ( ) Waynesboro ( ) Rockbridge County ( ) Rockingham County ( )  
Other: \_\_\_\_\_

Check below the reason(s) for your request:

- \_\_\_\_\_ 1. Parent/Guardian is an Employee of Augusta County School Board or Augusta County Government  
Employee's name and location of work site: \_\_\_\_\_
- \_\_\_\_\_ 2. Family Relocation
- \_\_\_\_\_ 3. Child Care – **Elementary School Only**
- \_\_\_\_\_ 4. Special Health or Emotional Situations (**documentation must be provided**)
- \_\_\_\_\_ 5. Curriculum - Program Availability – **High School Only**

Provide a written explanation of how your request meets the reason(s) noted above:

**Please realize that support materials are necessary for criteria 2, 3, and 4 and must accompany this form.** Consideration of your application cannot be made until all information is complete. Likewise, invalid information can cause denial of your request.

If this request is granted, I agree to make whatever transportation arrangements are necessary to insure the safe transport of my child to and from school. I agree that my child will maintain good attendance, will adhere to the school's conduct code, and will engage in appropriate academic effort as determined by the school personnel. I understand that attending a school outside of my attendance zone is a privilege, and failure to meet the expectations may result in the loss of this privilege.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(middle school and high school students must sign)

**Return application to:** Special Permission Coordinator  
Augusta County Public Schools  
P O Box 960  
Verona VA 24482

**Do Not Fax Forms**

#### SCHOOL BOARD USE ONLY

\_\_\_\_ **APPROVED**

\_\_\_\_ **DENIED**

\_\_\_\_ Tuition  
\_\_\_\_ Payment in Full  
\_\_\_\_ Waived

#### **Criteria for Approval**

\_\_\_\_ 1. \_\_\_\_ 4.  
\_\_\_\_ 2. \_\_\_\_ 5.  
\_\_\_\_ 3.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

---

**AUGUSTA COUNTY PUBLIC SCHOOLS**  
**Verification of Child Care Placement**

---

Student Name: \_\_\_\_\_  
Last First Middle

Residence Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Application made for enrollment in:

School: \_\_\_\_\_ Grade: \_\_\_\_\_  
K -5

Mother's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

**Child Care Agency/Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Hours during which care is provided:** \_\_\_\_\_

**Signature of Care Giver:** \_\_\_\_\_

Parent/guardian will notify the school in writing within seven (7) days of any change in this childcare placement. Should a school official become aware of any impropriety relating to this placement, or if the above conditions are not met, the approval can be revoked.

---

I certify that all information provided on this form is true and correct. **Your signature must be notarized**

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

City/County of Commonwealth/State of Virginia sworn to and subscribed before me  
on this date, \_\_\_\_\_.

Month Day Year

Witness my hand:

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_.

Month Day Year