

**BUNCOMBE COUNTY SCHOOLS DISCRETIONARY ADMISSION/RELEASE APPLICATION**  
ONE FORM REQUIRED FOR EACH STUDENT EVERY SCHOOL YEAR – **DO NOT FAX**

**STEP 1 – SCHOOL YEAR APPLYING FOR**  **GRADE LEVEL**  **Student Number:**

**STEP 2 – CHOOSE ONE ADMISSION/ RELEASE OPTION AND REASON – SEE DETAILS ON REVERSE**

**Late fees apply after  
2<sup>nd</sup> Tuesday in June**

☐ **A) Release from a Buncombe County School for Admission to Another Buncombe County School**

Parent/Guardian must obtain signature from:  
Releasing Principal **AND** Receiving Principal.

☐ **B) Release from Buncombe County Schools to Asheville City Schools\* or Another County**

Parent/Guardian must obtain signature from:  
Releasing Principal **ONLY.**

☐ **C) Admission Into Buncombe County Schools from Asheville City Schools or Another County**

Parent/Guardian must obtain signature from:  
Receiving Principal **AND**  
Releasing District (attach copy of any documentation of release)

- ☐ Academics: Class/Subject  
☐ Completion of School Year  
☐ Dual Language Program  
☐ Moving Into District

☐ Current BCS Employee – Will be verified  /   
Employee Name School of Employment

☐ Childcare Proximity  /   
Name of Childcare Location Address

☐ Work Proximity  /

- ☐ Employed by Another School System  Employee Name Place of Work  
☐ Other – Must be Approved by Director of Student Services before application is turned into school. Email form to [tina.piercy@bcsemail.org](mailto:tina.piercy@bcsemail.org) along with explanation.

**STEP 3 – CONTINUED PLACEMENT** Is your student continuing in the same school? ☐ YES ☐ NO In the same district? ☐ YES ☐ NO

If NO to either question, which school did your student last attend?  Last grade attended

**STEP 4 – Student Athlete?** ☐ YES ☐ NO After initial entry into 9<sup>th</sup> grade, athletic eligibility will be determined by NC High School Athletics Association.

Student Information	Custodial Parent/Guardian Information	County of Residence: <input type="text"/>
First Name: <input type="text"/>	First Name: <input type="text"/> Email: <input type="text"/>	<b>Unless parent is permanent employee, residents of counties other than Buncombe must pay tuition. Application must come to Student Services once fully complete to set up a tuition contract. Call 828-255-5881 for an APPOINTMENT.</b>
Last Name: <input type="text"/>	Last Name: <input type="text"/>	
Address: <input type="text"/>	Home Phone: ( <input type="text"/> ) - <input type="text"/>	
City, State, Zip: <input type="text"/>	Cell Phone: ( <input type="text"/> ) - <input type="text"/>	

***My signature verifies that I have read and accepted the policy guidelines governing this request. I certify that all information provided is true. Falsification of information will result in an immediate denial or revocation of the student's Discretionary Admission/Release. I understand that Policies 4130 and 4135 are available on the district website, at all Buncombe County Schools, and at Student Services. I understand that all Discretionary Admissions are contingent upon classroom size, school space, academic progress, discipline/behavior and attendance. If at any point these standards are not met, the DAR may be revoked.***

Signature of Parent/Legal Guardian  Date:

**STEP 5 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL'S RELEASING SIGNATURE – IF YOU ARE RELEASING TO ANOTHER COUNTY OR ASHEVILLE**

CITY SCHOOLS PROCEED TO **STEP 7** FOR PAYMENT AFTER THIS SIGNATURE IS OBTAINED.

Releasing School:

Approved ☐ Not Approved ☐

Releasing Principal's Signature:  Date

**STEP 6 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL'S RECEIVING SIGNATURE**

Receiving School:

Approved ☐ Not Approved ☐

Receiving Principal's Signature:  Date

**STEP 7 – PAYMENT AT SCHOOL – EXACT CHANGE REQUIRED. \$20 non-refundable application fee** required per student per year (max \$100 per household). NO CARDS ACCEPTED, cash or check only. Applications and payment must be submitted to the school IN PERSON. Applications submitted after 2<sup>nd</sup> Tuesday in June will be assessed a \$30 non-refundable late fee for a total charge of \$50 each (max \$250 per household). Applications must be on time to allow for proper Board of Education approval.

Applicants will be contacted within 10 business days of receipt of the application if there is any issue impacting approval.  
Notifications will only be made if the application is denied by the Board. Confirmation letters of approvals WILL NOT be mailed.

**Final Approving School Use Only:** Date Received  Received By  Notes   
\$20 Fee Cash  Check #  Late Fee (if after 2<sup>nd</sup> Tuesday in June and no new life change) \$30 Late Fee Cash  Check #   
Home Address Verified Via "Find Your School" GIS:  YES ☐ NO ☐ Home in Releasing School District  YES ☐ NO ☐ County of Residence

**SIBLING INFORMATION** – This is for reference only; one application **MUST** be submitted for each student. Please list **ALL** siblings, even those who are not in school or not applying for a Discretionary Admission/Release Application.

First and Last Name	Applying for D/R?	Age or Grade Applying For	FROM: Releasing School (School in Home District) if applicable	TO: Receiving School (School Requested)
	Y or N			
	Y or N			
	Y or N			
	Y or N			
	Y or N			

**Refer to Policy 4130 for complete information.**

All reasons are at the discretion of the releasing and/or receiving principal and are subject to approval based on space and availability. Students who have attended a school based on Discretionary Admission in the previous year should also be listed as “Continued Placement.” Parent/guardian is responsible for out-of-district student transportation.

- All students whose parents /legal guardian reside outside Buncombe County must pay tuition; an amount equal to the per pupil expenditure from local funds. This amount changes each year. Parents must call Student Services (828) 255-5881 to schedule a **tuition contract appointment**. The tuition contract will be provided by Student Services and must be completed and submitted in person by the parent/guardian.

**ACCEPTABLE REASON CODES FOR DISCRETIONARY ADMISSION/RELEASE:**

**Academics:** Class or Subject not offered at district home school.

**Current BCS Employee:** Parent/guardian is a current permanent employee with Buncombe County Schools. Discretionary admission is only acceptable within district in which the parent/guardian works. Employment will be verified by Student Services. (Tuition is waived)

**Childcare Proximity:** The student’s before or after school childcare providers are in closer proximity to the receiving school. Verification of childcare provider may be required.

**Completion of School Year:** If a parent/guardian changes domicile after the beginning of the school year, the student may stay at their school for the remainder of the school year.

**Continued Placement:** If the reasons for discretionary admission remain the same and space continues to be available at the receiving school, a student approved for discretionary admission to a Buncombe County School during the previous school year may be allowed to complete the highest grade at that school. With principal approval continued placement in the district is allowed.

**Dual Language Program:** Dual Language Immersion not offered at district home school.

**Employed by Another School System:** Student may be released to attend another school system if the parent/guardian is currently employed by that school system.

**Moving Into District:** E.G. - Family lives in Roberson District under contract to buy a house in the Candler District. Family will need to provide a contract with address in your district.

**Work Proximity:** Parent/guardian’s place of employment is in closer proximity to the receiving school. Verification may be required.

**Other:** Must be approved by Student Services Director **before** the application is submitted to school. Please submit form to [tina.piercy@bcsemail.org](mailto:tina.piercy@bcsemail.org) along with explanation.