

Riley County USD 378  
Riley, Kansas

**OUT-OF-DISTRICT STUDENT APPLICATION**  
**2019-2020 School Year**

Dear Parents:

The Riley County USD 378 Board of Education policy allows students who reside outside of USD 378 boundaries to attend district schools. Below are guidelines for accepting Out-of-District students:

- Students will be accepted based on the availability of adequate staff, facilities, and materials; in accordance with district guidelines and policy; and only with building principal approval. The same guidelines apply to Pre-kindergarten students.
- Tuition will not be charged. **Non-resident students will be charged full price for instructional and course fees.** Fees are payable at the time of enrollment. Payment plans are not allowed for Out-of-District students.
  - a. Refunds- no instructional and course fees will be refundable after the official count date in September. Students that withdraw prior to this date will receive 100% of the instructional fees returned.
- An Out-of-District student serving a period of suspension or expulsion from another district will not be accepted.
- Transportation may be provided to Out-of-District students boarding at existing stops within district boundaries if space is available on the bus. Transportation fee of \$50 per student or maximum of \$200 per family will be paid before a student may ride the bus (The board reserves the right to waive the fee annually. **The fee will be waived for the 2019-20 year.**
- Students who have members of their immediate family that enrolled in the district will be given the higher priority.
- Children of district employees will be given the higher priority.
- After the official enrollment date has passed in USD 378, you will be notified if your Out-of-District Student Application has been approved.
- Out-of-District students will be accepted for one year at a time. Re-application must be made for each school year and may be denied for disciplinary reasons, tardy or attendance issues, or based on staffing, space or material reasons.

Parents of students in grades 7-12 who participate in athletics should check with the building principal to see if the transfer will result in loss of the student's athletic eligibility for 18 weeks.

To make application for your child to attend a USD 378 school, complete the application form (a separate form for each child) and email to:

**PreK-8 grades**  
email ([tgrant@usd378.org](mailto:tgrant@usd378.org))  
or mail to  
**Riley County Grade School, Attn. Mrs. Grant**  
**Riley County USD 378**  
**117 N. Remmele**  
**P.O. Box 248**  
**Riley, KS 66531**

**9-12 grades**  
email ([holiver@usd378.org](mailto:holiver@usd378.org))  
or mail to  
**Riley County High School, Attn. Mr. Oliver**  
**Riley County USD 378**  
**12451 Fairview Church Road**  
**P.O. Box 38**  
**Riley, KS 66531**

Sincerely,

Cliff Williams  
Superintendent

**OUT-OF-DISTRICT STUDENT APPLICATION  
2019-2020 School Year**

**Transfer requests are granted on a one-year basis. Applications must be resubmitted each year. Building placement and class assignment are dependent upon space availability and are made by the building principal and district administration. Contact will be made with previous school(s) to verify information. False statements or misrepresentation on the application will result in the request being denied. Please write legibly. Return completed form to the building principal: (Mrs. Grant- [tgrant@usd378.org](mailto:tgrant@usd378.org) or Mr. Oliver- [holiver@usd378.org](mailto:holiver@usd378.org)).**

Student Name \_\_\_\_\_ Grade Level - 2019-20 \_\_\_\_\_  
Last First MI

List all other household members and age, who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Name Age Name Age  
\_\_\_\_\_  
\_\_\_\_\_

Home School District \_\_\_\_\_  
USD # School Name Address City

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_  
street city zip code

Phone: Home# \_\_\_\_\_ E-mail \_\_\_\_\_

Cell# \_\_\_\_\_ Work#(s) \_\_\_\_\_

Did student attend USD 378 during the 2018-19 school year as an Out-of-District student? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, school attended: \_\_\_\_\_ Grade Level: \_\_\_\_\_ How many years has this student attended USD 378? \_\_\_\_\_

Do you own any land or buildings within the USD 378 school district? Yes: \_\_\_ No: \_\_\_ If yes, provide documentation (ie- electric bill, tax statement, etc)

I) Reason for requesting Out-of-District status: \_\_\_\_\_  
\_\_\_\_\_

II) During the last school year the student's records indicate the following:

1. Days absent: Excused: \_\_\_\_\_ Unexcused: \_\_\_\_\_ Times tardy: \_\_\_\_\_

2. G.P.A. or grades: \_\_\_\_\_

3. Student in good standing? Yes: \_\_\_ No: \_\_\_ (absence of major disciplinary referrals or large accumulation of minor discipline referrals)

4. Was the student suspended or expelled from school within the last year? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, explain circumstances: \_\_\_\_\_

5. I understand the USD 378 administration will review this request. Performance on criteria noted above may be used to allow enrollment for 2019-20 in a USD 378 school or to deny the request. Yes: \_\_\_ No: \_\_\_

III) I have discussed this application for Out-of-District student status with the principal and/or counselor at the Home School District and USD 378. I understand that complete school records must be provided to USD 378 if the Out-of-District status is approved, prior to the student attending classes.

**Signing this form affirms that all information provided above is correct, and gives Riley County USD 378 staff permission to contact the student's previous school district (s), me and my student accept all board policies and administrative regulations.**

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

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ Copies Sent To: \_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Application Approved: \_\_\_ Application Denied: \_\_\_ School Assigned: \_\_\_\_\_ Parent Contacted by: \_\_\_\_\_

\_\_\_\_\_  
Administrator of Receiving School Date