

Buncombe County Schools Discretionary Admission/Release Application for School Year _____

ONE FORM REQUIRED FOR EACH STUDENT – DO NOT FAX

STEP 1 – CHOOSE ONE ADMISSION/RELEASE OPTION AND REASON - SEE DETAILS ON REVERSE

<input type="checkbox"/> A) Release from a Buncombe County School for Admission to Another Buncombe County School	<input type="checkbox"/> B) Release from Buncombe County Schools to Asheville City Schools* or Another County	<input type="checkbox"/> C) Admission Into Buncombe County Schools from Asheville City Schools or Another County
Parent/Guardian must obtain signature from: Releasing Principal AND Receiving Principal. <input type="checkbox"/> Current BCS Employee – Will be verified. <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Grandfather Clause <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Special Services <input type="checkbox"/> Special Services – Sibling Placement <input type="checkbox"/> Work Proximity – May be verified. <input type="checkbox"/> Other – Must Be Approved by Student Services	Parent/Guardian must obtain signature from: Releasing Principal ONLY. <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Employed by Another School System <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity – May be verified with employer. <input type="checkbox"/> Other – Must Be Approved by Student Services _____ *ACS Release Applications no longer required to be hand delivered – mailing is acceptable.	Parent/Guardian must obtain signature from: Receiving Principal AND Releasing District (attach copy of any documentation of release from the releasing district) <input type="checkbox"/> Current BCS Employee – Will be verified. <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity – May be verified with employer. <input type="checkbox"/> Other – Must Be Approved by Student Services _____

STEP 2 – STUDENT & PARENT INFORMATION – PLEASE PRINT LEGIBLY

Student's First and Last Name	Grade Applying For	FROM: Releasing School (School in Home District)	TO: Receiving School (School Requested)

Custodial Parent/Guardian: _____ Preferred Phone No.: _____ Alternate Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____ County of Residence: _____

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 Policy 4130 is available on the district website, at all Buncombe County Schools, and at Student Services.

Current Buncombe County School Employee?
 NO Yes, Location _____

 Signature of Parent/Legal Guardian Date

Student Athlete? No Yes After initial entry to 9th grade **student athletes** who are approved for Discretionary Admission/Release forfeit for one year all athletic eligibility in any sport. Eligibility is restored 365 days from the date of the Board of Education's approval. Please refer to the North Carolina High School Athletic Association for details about this statewide athletic rule.

I have read and understand the restrictions on athletic eligibility:

 Signature of Parent/Legal Guardian

STEP 3 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL SIGNATURES BEFORE SUBMISSION

Approved Not Approved Continued Placement **Releasing Principal's Signature:** _____

Approved Not Approved Continued Placement **Receiving Principal's Signature:** _____

CONTINGENCIES PLACED UPON DISCRETIONARY ADMISSION BY RECEIVING PRINCIPAL (attendance, discipline):

STEP 4 – SUBMIT COMPLETED APPLICATION AND PAYMENT TO STUDENT SERVICES

- A non-refundable fee of \$10 is required per student per year, with a maximum of \$50 per household.
- Make checks payable to Buncombe County Schools. Cash or check only – no debit/credit cards.
- All applications, including payment, must be mailed or delivered to:
 - Student Services Department, 175 Bingham Rd., Asheville, NC 28806.
- 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 and can be obtained by contacting Student Services. The tuition contract (on reverse) must be completed and submitted in person by the parent/guardian.
- Applications approved by the appropriate principal/s will be processed in Student Services and approved at the next possible Board of Education meeting. 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.

Questions?
 student.services
 @bcsemail.org

STUDENT SERVICES USE ONLY Director of Student Services: Approved Not Approved _____

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. Tuition is required for all students who reside outside Buncombe County.

ACCEPTABLE REASON CODES FOR DISCRETIONARY ADMISSION/RELEASE:

A) Release from a Buncombe County School for Admission to Another Buncombe County 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 child care providers are in closer proximity to the receiving school. Verification of child care 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. If a parent/guardian changes domicile after the student has begun the eleventh or twelfth grade, the student may maintain athletic eligibility if otherwise athletically eligible.

Grandfather Clause: Provided that 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 will be allowed to complete the highest grade at that school. A Discretionary Admission/Release Application must be completed each year.

Sibling Placement: When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is domiciled.

Special Services: In the case of students with disabilities, when the school in which the student is domiciled is not easily accessible or to access specialized programming and services.

Special Services – Sibling Placement: Siblings of students assigned to special programs in schools outside their district may request Discretionary Admission to that school for each year that the placement is in effect.

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.

B) Release from Buncombe County Schools to Asheville City Schools or Another County:

Childcare Proximity (see above)

Completion of School Year (see above)

Employed by Another School System: Parent/guardian is currently employed by another school system.

Sibling Placement (see above)

Work Proximity (see above)

Other (see above)

C) Admission Into Buncombe County Schools from Asheville City Schools (NO TUITION) or Another County (TUITION IS REQUIRED):

Current BCS Employee (see above)

Childcare Proximity (see above)

Completion of School Year (see above)

Sibling Placement (see above)

Work Proximity (see above)

Other (see above)

TUITION ONLY REQUIRED FOR STUDENTS ATTENDING BUNCOMBE COUNTY SCHOOLS WHO LIVE OUTSIDE BUNCOMBE COUNTY

*****TUITION PAYMENT CONTRACT with Buncombe County Schools – To be completed by Student Services*****

Must be presented in person in Student Services. Call 828-255-5918 to schedule appointment.

Tuition in the amount of _____ for the _____ school year is owed.

Payment Method

Lump Sum – 1 payment due by the 1st day of school _____.

\$300 Advance
Payment Due when
setting up tuition plan.

Bi-annual – 2 equal payments in the amount of _____ due on September 15 and January 15 of the school year.

Monthly – 9 equal payments in the amount of _____ due on the last day of each month, beginning in September and ending in May.

Other – Must be approved by Student Services: _____

I have read and accepted the policy guidelines governing this discretionary admission/release application. I understand that Policy 4130 is available on the district website, at all Buncombe County Schools, and at Student Services. I understand that tuition is due to Buncombe County Schools because my primary residence is not in Buncombe County. Tuition will be paid as stated above. **Seniors with an unpaid tuition balance will not be allowed to attend graduation. Unpaid tuition is grounds for un-enrollment. Students with unpaid tuition in a previous year will not be enrolled in future years.**

EMAIL: _____

Signature of Parent/Legal Guardian

Date