

Port Neches-Groves Independent School District

Application for Non-Resident Student of a Certified Employee

Date

Telephone Number

Student Name

Date of Birth

Parent/Guardian Name

Campus/Department

Home Address

City

Zip Code

Requested Campus

Grade

Please read the following policy of Port Neches-Groves administrative guidelines for non-resident students.

Nonresident Students:

Nonresident students who are the children of full-time employees of the PNGISD who qualify for benefits are permitted to enroll in the district tuition free as provided below:

1. The student must be the biological child or legal ward of a parent who is employed full-time by PN-GISD.
2. The student must reside with the employee full time.
3. A certified Chapter 21 employee is an employee who receives a formal contract.
4. The district reserves the right to place nonresident students at any of the district's grade-level appropriate schools. The placement of students in district schools will be based on optimum enrollment for each campus, student-teacher ratio at each campus, and physical space available at each campus. Every effort will be made to place students on the same campus as their parent when such placement is appropriate for the child's grade level. However, the placement of nonresident students on district campuses will be at the discretion of the superintendent or his designee. The decision of the superintendent or his designee is final.
5. A nonresident student may NOT be enrolled if he/she is currently under an expulsion order from another district or if he/she has outstanding discipline assignments or financial obligations to another district.
6. The nonresident district employee agrees to assume all responsibility for student transportation to and from school.
7. Nonresident students who are approved for enrollment in PN-GISD will be expected to adhere to district policies and rules. Failure to meet these expectations as determined by the school principal shall constitute grounds for termination of the district approval for a nonresident student to attend PN-GISD. Examples of such behavior include but are not limited to the following:

- Excessive Tardies
- Excessive absences
- Serious and/or persistent misbehavior
- Drug, alcohol, or weapon violations

The superintendent or his designee has authority to revoke approval for attendance of a nonresident student in PN-GISD schools if the student fails to meet the expectations of the district.

- When the child completes the highest grade on the campus of parent's employment and the grade-level of the campus is no longer appropriate, the child will be enrolled in another district school with the appropriate grade-level offering at the discretion of the superintendent or his designee based on the criteria outlined in #4 above. The placement decision of the superintendent or his designee is final.
- The approval of attendance of the child of a nonresident employee in PN-GISD schools may be revoked if the employment of the parent by PN-GISD is terminated for any reason.
- The appropriate TEXAS EDUCATION AGENCY application form as well as any enrollment forms required by the district must be completed and submitted to the office of Executive Director of Student Services by May 1 of the previous school year or on the date of employment before the school year begins in order for the district to grant approval of a nonresident student to attend PN-GISD.
- Transfers of the children of nonresident employees will not be accepted during the school year unless the superintendent or his designee determines that there are extenuating circumstances. Absent any extenuating circumstances as determined by the superintendent or his designee, such transfers must be approved in the summer and student attendance must begin with the first day of school.
- A new application must be submitted each school year.

I have read and understand the PN-GISD Administrative Guidelines listed above. I agree to the stipulations within the guidelines and request that my child, _____, attend the PN-GISD school district for the 20____ - 20____ school year.

Parent Signature

Date

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For Administrative Use Only :

Assigned Campus:_____

Grade:_____

Executive Director of Student Services

Date

Copy to: Parent/Guardian
 Campus
 Director of Date and Information Services

Application for Transfer
School Year 20__ - 20__