



**JEFFERSON CITY SCHOOLS
OUT OF DISTRICT APPLICATION PROCESS**

345 Storey Lane • Jefferson, GA 30549 • 706-367-2880

Dear Parent/Guardian:

Thank you for your interest in Jefferson City Schools. We look forward to working with you throughout the out of district process. Please be aware that completing the application does not ensure admission. The steps for the application process are listed below to help guide you through this process.

1. Obtain and complete the out of district application.
2. Submit the following applicable documents with your application:
 - Copies of your student's grades (official transcript or report cards for two previous years and 1st semester of current school year)
 - Standardized test scores
 - Discipline records
 - Attendance records
3. Turn in the application and supporting documents to the Jefferson City Board of Education Office.

Please **DO NOT** withdraw your child from his/her current school at this point.

Thank you again for your interest in Jefferson City Schools, and please let us know if you have any questions. The principal will contact you when a decision has been made.

Sincerely,

Dr. John Jackson
Superintendent

JEFFERSON CITY SCHOOLS

John Jackson
Superintendent

345 Storey Lane
Jefferson, Georgia 30549
Phone: 706-367-2880
Fax: 706-367-2291

APPLICATION FOR ADMISSION OF OUT-OF-DISTRICT STUDENT

(Directions: Use blue or black ink. Please print or type)
(Completing this application does not indicate acceptance)

Name of Student _____ Age _____

Date of Birth _____ Grade Entering _____

911 Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Resident School District _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Application Date _____ Desired Enrollment Date _____

Student Resides With Legal Guardian _____ yes _____ no

Legal Guardian's Name _____

Relationship to Student _____

If divorced or separated, who has custody? _____

Is custody documentation available? _____

List all schools previously attended beginning with the most recent:

Check any of the following programs in which your child has ever been enrolled.

Gifted Services

Special Education Services: e.g., speech, learning disabilities, behavior disorders,
intellectual disabilities.

Remedial Program: e.g., Early Intervention Program (EIP), Remedial Ed Program (REP),
Title I support

Has your child ever been suspended, or expelled; placed in alternative school or in-school suspension?

If so, give reasons: _____

Has your child ever previously attended any Jefferson City School? Yes No Date _____ Grade Level _____

Do you have other children attending Jefferson City Schools? _____

Names and grade:

Are you completing another Out of District form? If so, list name(s) and school(s).

Are you employed by Jefferson City Schools or the City of Jefferson? _____

Position: _____

Please list names and graduation dates of parent(s) who are graduates of Jefferson High School:

Name as Shown on Diploma	Graduation Date(s):
_____	_____
_____	_____
_____	_____

Do you pay property taxes to the City of Jefferson? _____

Address of property: _____

Reason(s) you wish to enroll your child in Jefferson City Schools.

An official sealed copy of your child's record/transcript which contains, but is not limited to, the following items must be submitted before your application will be considered: reports cards (2 previous years and 1st semester of current school year); standardized test scores; discipline reports; and attendance records.

I understand that failure to provide all required information in a complete and forthright fashion can result in my child being denied admission to or being removed from Jefferson City Schools.

Any residence that cannot be verified may require further documentation. I grant permission to my child's previous school to release any and all academic, disciplinary, attendance, and special education records to Jefferson City Schools.

Signature of Parent or Custodian

Date

Signature of Student if 18 years of age or older

Date

Approved _____

Rejected _____

Principal Date

JEFFERSON CITY SCHOOLS

Parental Contract for Out-of-District Students

Parental involvement is actively sought by the Jefferson City School System. By enrolling your child in the system, you are promising to provide the necessary support and home environment for a positive educational experience. As a parent/guardian of a Jefferson City Schools student, I support and pledge the following:

1. An early commitment to attendance and punctuality helps develop a sense of responsibility that can transcend a lifetime. Therefore, I pledge to fully support the school's attendance and punctuality policies.

- My child will attend school every day possible.
- My child will be punctual and will not be checked out unnecessarily.
- I will provide timely, written excuses for all absences.
- When possible, I will provide written notification of any impending absences.

2. I understand that a parent's role is critical to the educational process. I pledge to fulfill this responsibility in the following ways:

- My child will complete all assigned work, including homework.
- I will support the development of positive study habits.
- I will attend a minimum of one parent-teacher conference per semester. In addition, I will attend all additional conferences requested by the school.
- I will read with my child daily, support reading incentive programs, and monitor assigned reading projects.
- I will sign and return all progress reports and report cards.

3. As a parent, I understand that my child's cooperation and behavior is critical to his/her academic progress. Therefore, I pledge the following:

- I will require my child to show respect for faculty, staff, property, and students.
- I will support the school's student code of conduct.

4. As a parent, I am committed to serve as a collaborator with the faculty, administration, other parents, and students to achieve excellence in the education of our children. I pledge to do the following:

- To join and actively support the Parent Teacher Organizations (PTO) by attending meetings and other PTO sponsored events.
- To actively serve on a school-related or PTO committee.
- To commit to a minimum of 2 hours per quarter of volunteer service to a variety of school programs.

5. I understand that beginning with the 2004-05 school year an annual tuition was initiated for newly enrolled out-of-district students entering grades kindergarten through five. An annual tuition was initiated in 2011-2012 for out of district students enrolling in Jefferson Middle School and in 2014-2015 annual tuition was initiated for Jefferson High School. The amount of the tuition will be in accordance with board policy.

In addition to the aforementioned items, I agree to notify the school of any changes of address or telephone numbers. I will provide copies of birth certificates, immunization records, hearing and vision screenings, etc., as requested.

6. I understand that an out-of-district student may be removed from Jefferson City Schools for any of the following reasons:

- (1) Unacceptable behavior;
- (2) Unacceptable attendance
- (3) Lack of effort and/or poor academic performances; Falsification and/or misrepresentation of information during application process;
- (4) Failure to make tuition payment in accordance with Board policy
- (5) Other good and sufficient cause.

Parent Signature: _____ **Date:** _____

(Parental signature is required for consideration for enrollment in Jefferson City Schools)

JEFFERSON CITY SCHOOLS

Student Contract for Out-of-District Students

As a student seeking enrollment in Jefferson City Schools, I understand there exist responsibilities and obligations I must pledge to fulfill before being considered for admission. As a potential Jefferson City Schools student, I support and pledge the following:

1. An early commitment to attendance and punctuality helps develop a sense of responsibility that can transcend a lifetime. Therefore, I pledge to fully support the school's attendance and punctuality policies.

- I will attend school every day possible.
- I will encourage my parent/guardian to help me be punctual and to refrain from checking me out unnecessarily.
- My parent/guardian will provide timely, written excuses for all absences.
- When possible, I will have my parent/guardian provide written notification of any impending absence.

2. I understand that there are responsibilities I must fulfill in order to successfully complete my program of study. I pledge to fulfill my responsibility in the following ways:

- I will complete all assigned work, including homework.
- I will develop and adhere to positive study habits.
- I will read daily.
- I will encourage my parent/guardian to be an active participant in my educational experience. I will inform them of all parental meetings and have them sign all documents requiring their signature.
- After securing parental signatures, I will return all progress reports and report cards to the school.

3. I understand that to be a successful student, my cooperation and behavior is critical. Therefore, I pledge the following:

- My words, actions, and attitude will display a respect for all faculty, staff, property, and students.
- I will adhere to the school's student code of conduct.

I understand that as an out-of-district student I may be removed from the Jefferson City School System for any of the following reasons:

- (1) Unacceptable behavior;
- (2) Unacceptable attendance;
- (3) Lack of effort and/or poor academic performances
- (4) Falsification and/or misrepresentation of information during application process;
- (5) Other good and sufficient cause.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(The above signatures are required for consideration for enrollment in Jefferson City Schools)