



NON-RESIDENT ENROLLMENT APPLICATION

(For students residing outside the Cheney School District)

Cheney Public School, USD 268
100 W. 6th Ave, Cheney, KS 67025
Ph:316-542-3512

Cheney USD 268

A separate application must be completed for each child for whom enrollment is requested.

Each year in May, Cheney USD 268 Board of Education will determine the capacity available in each grade level in each school building of the school district for the upcoming school year. Once capacity has been determined, the number of open seats available to nonresident students in each grade level will be posted on the district's website at www.usd268.org. All applications must be submitted between January 1 to July 1 of each year, however, a determination will not be made until after July 1. This application may be denied if any information is found to be untrue. An administrative recommendation will be made to the Cheney USD 268 Board of Education based on a review of the established approval criteria. **NOTE: It is important to read the attached Application/Approval Process, Revocation of Acceptance, Restrictions and Expectations, and Non Resident Enrollment Procedures.** School administrators will evaluate the validity of the information provided and complete a background check to determine the student's relative good standing at prior schools attended. As a part of the application process, the student's parent or guardian must agree to work cooperatively with Cheney USD 268 staff and to pay all fees and bills owed to the school district. Parents will be notified by phone, mail or email as soon as a final decision has been made regarding the application. **Submit completed application with all requested documents to the USD 268 District Office, 100 W. 6th Ave, Cheney, KS 67025.**
NON RETURNED APPLICATIONS WILL RESULT IN AN AUTOMATIC DENIAL.

For Office Use Only

COMPLETED APPLICATION RECEIVED:

DATE _____

Approve _____ Deny _____

Principal's Signature

Date

Approve _____ Deny _____

Superintendent's Signature

Date

Student Name:	Grade Level	
Home Address	City/State	Zip Code
Mailing Address (if different from above)	City/State	Zip Code
Parent/Guardian Name	Parent/Guardian Email	
Parent/Guardian Employer		
Home Phone	Cell Phone	Work Phone

School District name and number in which you reside: _____ USD # _____

School district attended in previous/current year:	USD#
Name of School:	
Address of School:	City/State Zip Code

Explain your reasons for desiring to attend Cheney USD 268 schools:

Explain any unusual circumstances regarding your request that should be given consideration:

Yes _____ No _____ Has the student continuously remained in good standing through the last day of attendance at his/her most recent school? If no, please explain when and why this was the situation.

Yes _____ No _____ Has the student been absent for more than ten days during either of the past two school years? If yes, please explain when and the reason.

Yes _____ No _____ Has the student had more than one unexcused absence during either of the past two school years? If yes, please explain when and the reason.

Yes _____ No _____ Has the student received any type of serious disciplinary consequences from any prior school attended? If yes, please explain when and details of the situation.

Yes _____ No _____ Has the student continuously maintained at least a 2.0 (on a 4.0 scale) grade point average at every prior school attended? If no, please explain when and the reason.

NOTE: You must attach a copy of your child's latest report card or progress report which includes a list of all subjects or courses enrolled in during the last semester with accompanying grades (new applicants only).

Parent or Guardian's Pledge

I certify that all information provided is true and correct to the best of my ability that my child is not currently suspended or expelled from any other school, and I will pay all fees and other bills owed to Cheney USD 268. I also pledge to work constructively and cooperatively with Cheney USD 268 staff to provide the best possible education for my child.

Signature of Parent or Guardian

Date

Cheney USD #268

APPLICATION/APPROVAL PROCESS

Applications will be considered on a first-come first-serve, space available basis. Applicants will be notified by mail following the Board of Education meeting, held on the second Monday of each month, of approval/non-approval status.

Administration may deny an enrollment request when such enrollment would have a negative impact on the efficient use of district resources. Administration may set numerical limits for their school, grade levels, or programs to provide for appropriate and efficient use of facilities and staff.

Resident students (school district residents of Cheney USD 268) shall have priority to all classes, building, and grade levels over non-resident enrollment applicants.

REVOCACTION OF ACCEPTANCE

Cheney School District reserves the right to revoke enrollment of a non-resident student at any time because of unacceptable behavior, false or misleading information on the open enrollment application, lack of academic progress, poor attendance, or lack of support for the school by parents/guardian of a non-resident student.

RESTRICTIONS

Factors which *may* cause a non-resident application to be denied include:

- School, grade, or program(s) lack available space and/or staff;
- The student has been suspended or expelled from school;
- The student has had excessive absences in their current school;
- The student is not in good standing in their current school;
- Information on the non-resident application has been misrepresented or was incomplete;
- There has been a history of a lack of parental support of the school district, teachers, administration, or school programs and initiatives.

EXPECTATIONS:

1. Student must follow attendance and discipline policies as outlined in the school student handbook.
2. Student shall receive no major disciplinary violations as outlined in the school student handbook.
3. Student shall make progress toward positive academic achievement.
4. Parent/Guardian will be supportive of teachers, administration, and school/district initiatives.
5. Parent/Guardian will be involved in the education and school life of their child(ren)

By signing the application, parent/guardian understands that if they do not fulfill the expectations of non-resident student attendance at Cheney USD 268, their child(ren) may be dis-enrolled from Cheney USD 268 and required to return to their home school district.

Cheney USD #268

CHENEY SCHOOL DISTRICT "NON-RESIDENT" ENROLLMENT PROCEDURES

NON RESIDENT ENROLLMENT

Cheney School District, USD 268, recognizes the desire of some parents/guardians to enroll their children in a school other than the school district in which they live. Enrollment of non-resident students is available on a first-come, first-served, space available basis.

To apply for admission to Cheney Schools, please follow these Non-Resident Enrollment application procedures.

1. Request a Non-Resident Enrollment Application form from the Cheney USD 268 District Office if you have not already had one sent to you.
2. Complete all Non-Resident Application forms as applicable for each child you are requesting to enroll in Cheney School District. Even if your child attended Cheney Schools last year, the application still needs to be completed for the coming year.
3. Return the completed form to the Cheney USD 268 District Office at 100 W. 6th Ave, Cheney, KS 67025. Completed application must include the latest report card or progress report which includes a list of all subjects or courses enrolled in during the last semester with accompanying grades from the student's previous school (new applicants only).
4. Application will be reviewed by Administration and a decision to approve or deny the application will be made.
5. **Non returned applications will result in an automatic denial.**
6. USD 268 has implemented online enrollment. If you have received notification of approval prior to the first day of school, parents/guardians may go to our online enrollment site at <https://www.usd268.org/o/usd268/page/enrollment>. **Enrollment opens July 1.**
7. Students who reside in the Cheney School district and move out of their school attendance zone during the school year must inform the school office of new status and their intent to continue or discontinue enrollment. If they wish to continue enrollment, a non-resident application must be completed.
8. The application for non-resident students must be renewed annually. Current enrollment in Cheney School District does not guarantee readmission for the next school year. Renewal will also depend on suitable academic progress and acceptable student conduct and attendance as well as a positive working relationship with parents of the non-resident student.
9. Cheney School District is a member of a Special Education Interlocal Cooperative. IEP's will be reviewed and written to align with district services, instruction, and assessments.