

MARTINSVILLE CITY PUBLIC SCHOOLS

Out-of-Zone/Non-Resident Enrollment Requests School Year 2024-2025

Parents requesting to enroll their out-of-zone or non-resident student(s) in any Martinsville City school for the 2024-2025 school year must complete an Out-of-Zone/Non-Resident Enrollment Request Form for each student, even if their child(ren) currently attends a school in our school division.

Upon receiving the Principal's enrollment recommendation, the Superintendent's final approval of out-of-zone/non-resident enrollment requests will be prioritized as follows:

First Priority Deadline: May 3, 2024

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the First Priority Deadline will be considered in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students

Second Priority Deadline: May 24, 2024

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the Second Priority Deadline will be considered in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students
 - Requests from students seeking out-of-zone/non-resident enrollment for the first time

IMPORTANT NOTE: Currently enrolled and siblings of currently enrolled out-of-zone/non-resident students submitting requests after the Second Priority Deadline may not receive approval for enrollment if available slots are filled.

Third Priority Deadline: June 21, 2024

- Out-of-Zone/Non-Resident Enrollment Request forms submitted prior to the Third Priority Deadline will be considered by the date received, and then in the following order:
 - Requests from currently enrolled out-of-zone/non-resident students
 - Requests from siblings of currently enrolled out-of-zone/non-resident students
 - Requests from students seeking out-of-zone/non-resident enrollment for the first time

Out-of-zone/non-resident enrollment requests received **after July 1** of each school year will be prioritized as space permits.

Exceptions to the above-stated priority order of approval may be made at the discretion of the Superintendent based upon consideration of extenuating circumstances or other relevant factors. Such exceptions will be made on a case-by-case basis upon written appeal of the parent or guardian to the Superintendent.

Please refer to the Martinsville City School Board Policy JC – Student Attendance and Regulation JC-R for additional information about requirements and the approval process for Out-of-Zone/Non-Resident enrollment requests:

<http://www.martinsville.k12.va.us/section-j.html>