NEW KENT COUNTY PUBLIC SCHOOLS
OUT-OF-ZONE ATTENDANCE GUIDELINES
( GRADES K-5 ONLY )

Pursuant to New Kent County School Board Policy JEC, only children who are residents of New Kent County or who are otherwise approved for admission are eligible to enroll in New Kent County Public Schools. The provisions of these Out-of-Zone Attendance Guidelines apply only to such resident or otherwise approved students in grades K-5.

Enrolled students in grades K-5 may attend an elementary school outside their assigned attendance zone for a specified school year under the following procedure:

1. Parents or guardians who want their child to attend a school outside the assigned attendance area should complete a Request for Outside of Assigned School Zone Placement form and return it to the principal of the school requested.

2. The principal of the requested school will process the application and forward a copy to the principal of the assigned school and to the Executive Director of Curriculum and Instruction.

3. The principal of the requested school will review the application, conduct appropriate research, and notify the parents or guardians in writing of the approval or disapproval of the application by August 1st of each year.

4. Approval of the application will be limited to the scope of the information presented and the available space in the requested school.

5. If the application is approved, parents are expected to provide transportation to and from school. The Director of Transportation may allow children who have received attendance waivers to ride the bus to and from a pre-existing bus stop if space is available. This will be determined on a case-by-case basis.

Revised 2-25-13

NEW KENT COUNTY PUBLIC SCHOOLS
NEW KENT COUNTY PUBLIC SCHOOLS
REQUEST FOR WAIVER OF ELEMENTARY ATTENDANCE ZONE SCHOOL PLACEMENT

Student Name _____________________________________________ Date of Birth ___/___/___

Student Grade Level (Upcoming School Year) _____________

Student Address _______________________________________________________________________
Street (Physical Address Only) Town/City Zip

Present Grade Level (Current School Year) _____________ School Requested: ______________

Parent/Guardian Name _________________________________________________________________

Parent/Guardian Telephone: ____________________________ ____________________________
(Home) (Work or Cell)

Reason for Transfer Request (Check One)

___1. Day Care or Baby Sitter:
Name of Day Care Center or Baby Sitter __________________________
Address ______________________________________________________________

Signature of day care provider, verifying above information ______________________________

___2. Medical Reasons (Attach letter from Doctor)

___3. Other Reasons (State nature of request in space below)

RETURN TO: Principal of School Requested
New Kent Elementary School
11705 New Kent Highway
New Kent, Virginia 23124

George W. Watkins Elementary School
6501 New Kent Highway
Quinton, Virginia 23141

OTHER REASON FOR TRANSFER REQUEST: ______________________________________________

CONDITIONS FOR TRANSFER
Parents are expected to provide transportation to and from school. The Director of Transportation may allow children who have received attendance waivers to ride the bus to and from a pre-existing bus stop if space is available. This will be determined on a case-by-case basis.

The student must arrive at school on time, have good attendance, maintain satisfactory academic progress, and abide by school rules and regulations. If the student fails to adhere to these requirements, out-of-zone special permission to attend may be withdrawn.

Principal’s approval of waiver cannot be considered unless there is available space. In cases of unexpectedly larger school and/or class enrollment, principals may withdraw out-of-zone permission prior to the opening of school. Parents will receive written notice five (5) days before withdrawal.

NOTE: OUT-OF-ZONE PERMISSION IS VALID FOR ONE YEAR ONLY

Parent/Guardian ______________________________________ Date ______________

School Signature ______________________________________ Date Received __________

______________________________________________________________
For Office Use Only
Request Approved _____ Request Denied _____ Parent/Guardian Notified of Decision on ___/___/___

Zoned School _____________________________ Reassigned School _____________________________

Signature of Principal: ____________________________ ____________________________

At Reassigned School At Zoned School

cc: Executive Director of Curriculum and Instruction
Revised 2-25-13

NEW KENT COUNTY PUBLIC SCHOOLS
EMPLOYEE REQUEST FOR STUDENT ADMISSION / SCHOOL PLACEMENT
(Grades K-5 Only)

Student Name ________________________________ Date of Birth ___/___/___

Student Grade Level (Upcoming School Year) __________

Student Address ____________________________________________

Street (Physical Address Only) Town/City Zip

Present Grade Level (Current School Year) __________ School Requested: __________

Parent/Guardian Name ____________________________________________

Parent/Guardian Telephone: _______________________

(Home) (Work or Cell)

Building Location of Parent Employee: _____ NKES _____ GWES _____ NKMS _____ NKHS

Reason for Request ________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Parent/Guardian ______________ ___________________________ Date ______________________

Signature

NOTE: OUT-OF-ZONE PERMISSION IS VALID FOR ONE YEAR ONLY

Parent/Guardian __________________________ Date ______________________

Signature

School Signature_________________________ Date Received____________________

For Office Use Only

Request Approved ______ Request Denied ______ Parent/Guardian Notified of Decision on ___/___/___

Zoned School ___________________________ Reassigned School ___________________________

Signature of Principal: ___________________________ ___________________________

At Reassigned School At Zoned School (If Applicable)

cc: Executive Director of Curriculum and Instruction

Revised 2-25-13

NEW KENT COUNTY PUBLIC SCHOOLS