

## Non-Resident Application for Student Enrollment for 2023-2024

**For K-12<sup>th</sup> grade students residing outside of Roanoke County Public School attendance zone and requesting enrollment**

<b>STUDENTS NAME</b>			<b>DATE OF BIRTH</b>
LAST	FIRST	MIDDLE	
Is student in Special Education or has student had an active individualized educational program (IEP) at any time during the last school year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, in what Special Education Program? _____			

<b>SCHOOL WHERE STUDENT IS CURRENTLY ENROLLED</b>	<b>CURRENT GRADE LEVEL</b>	<b>SCHOOL REQUESTED FOR 2023/24</b> You may enter up to three choices	<b>2023/24 GRADE LEVEL</b>
<b>ADDRESS</b> _____ _____ <b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____		_____ _____ _____	

**REQUIRED DOCUMENTATION: MUST be received by requested school before transfer request will be considered.**  
1) attendance report, 2) discipline report, 3) most recent report card, and 4) mortgage/lease

**REASON FOR REQUEST** (Please provide a brief explanation):

Are there siblings already enrolled in Roanoke County Public Schools?  Yes  No  
If so, where? \_\_\_\_\_

<b>NAME OF PERSON MAKING REQUEST</b>	<b>RELATIONSHIP TO STUDENT:</b> <input type="checkbox"/> Parent (with legal custody) <input type="checkbox"/> Legal guardian <input type="checkbox"/> Other (specify) _____	
<b>HOME ADDRESS</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____	<b>BEST CONTACT NUMBER</b>	<b>ALTERNATIVE CONTACT NUMBER</b>
<b>NAME OF <input type="checkbox"/> COUNTY OR <input type="checkbox"/> CITY OF LEGAL RESIDENCE:</b> _____		

**Nonrefundable Tuition Fees 2023-2024 School Year**

- Children of Roanoke Co. Govt./Roanoke County School employees that meet the required qualifications set forth in the RCPS Non-Resident Policy 7.02:
  - KG - 8<sup>th</sup> grade students: \$229.00 per child
  - 9<sup>th</sup> - 12<sup>th</sup> grade students: \$371.00 per child
- All other NON-RESIDENT applicants pay FULL Tuition for each student:
  - KG – 12<sup>th</sup> grade students: \$1,000.00 per child

If either parent/guardian is employed by Roanoke County Gov. or Roanoke County Schools, please complete this section:  Does Not Apply

FULL-TIME Roanoke County Government Employee. NAME \_\_\_\_\_  
Location: \_\_\_\_\_ **(must attach the most recent Roanoke County Government paycheck stub)**

CONTRACTED Full-time/Part-time Roanoke County Public School Employee. NAME \_\_\_\_\_  
School/Location for 2023-2024: Job Title for 2023-2024: \_\_\_\_\_

My signature on this request verifies all information to be true and confirms my understanding of the following:

- 1) I have read in its entirety and fully understand the Roanoke County School Board Resident and Nonresident Policy (7.02).
- 2) I understand and agree that tuition is nonrefundable.
- 3) I understand and agree that all required documentation must be submitted before transfer request will be considered.
- 4) If my request is approved, I will be responsible for paying the applicable tuition fee on the due dates specified per RCPS Nonresident Policy 7.02.

<b>PARENT/GUARDIAN SIGNATURE</b>	<b>DATE</b>
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Completed applications must be mailed to: Dr. Rhonda Stegall, Assistant Superintendent of Administration  
Roanoke County Public Schools  
Attn: Student Transfers  
5937 Cove Road  
Roanoke, VA 24019-2403

Please call Paula Williams at 540-562-3900 ext. 10120 with questions