

# Port Neches-Groves Independent School District

## Application for Non-Resident Student

\*\*\*\*\*

<hr/>		<hr/>	
Date		Telephone Number	
<hr/>		<hr/>	
Student Name		Date of Birth	
<hr/>		<hr/>	
Parent/Guardian Name		Campus/Department	
<hr/>		<hr/>	
Home Address	City	Zip Code	
<hr/>		<hr/>	
Requested Campus		Grade	

Please read the following policy of Port Neches-Groves administrative guidelines for non-resident students.

### **Nonresident Students:**

Non-resident students who are the children of full-time employees of the PN-GISD who qualify for benefits are permitted to enroll in the district tuition free as provided below:

1. The student must be the biological child or legal ward of a parent who is employed full-time by PN-GISD.
2. The student must reside with the employee full time.
3. A full-time employee of the district is any employee who works 40 hours per week and qualifies for benefits.
4. The district reserves the right to place non-resident students at any of the district's grade-level appropriate schools. The placement of students in district schools will be based on optimum enrollment for each campus, student-teacher ratio at each campus, and physical space available at each campus. Every effort will be made to place students on the same campus as their parent when such placement is appropriate for the child's grade level. However, the placement of non-resident students on district campuses will be at the discretion of the superintendent or his designee. The decision of the superintendent or his designee is final.
5. A non-resident student may NOT be enrolled if he/she is currently under an expulsion order from another district or if he/she has outstanding discipline assignments or financial obligations to another district.
6. The non-resident district employee agrees to assume all responsibility for student transportation to and from school.

7. Non-resident students who are approved for enrollment in PN-GISD will be expected to adhere to district policies and rules. Failure to meet these expectations as determined by the school principal shall constitute grounds for termination of the district approval for a non-resident student to attend PN-GISD. Examples of such behavior include but are not limited to the following:

- Excessive Tardies
- Excessive absences
- Serious and/or persistent misbehavior
- Drug, alcohol, or weapon violations

The superintendent or his designee has authority to revoke approval for attendance of a non-resident student in PN-GISD schools if the student fails to meet the expectations of the district.

8. When the child completes the highest grade on the campus of parent’s employment and the grade-level of the campus is no longer appropriate, the child will be enrolled in another district school with the appropriate grade-level offering at the discretion of the superintendent or his designee based on the criteria outlined in #4 above. The placement decision of the superintendent or his designee is final.

9. The approval of attendance of the child of a non-resident employee in PN-GISD schools may be revoked if the employment of the parent by PN-GISD is terminated for any reason.

10. The appropriate TEXAS EDUCATION AGENCY application form as well as any enrollment forms required by the district must be completed and submitted to the office of the Assistant Superintendent of Student Services by May 1 of the previous school year or on the date of employment before the school year begins in order for the district to grant approval of a non-resident student to attend PN-GISD.

11. Transfers of the children of non-resident employees will not be accepted during the school year unless the superintendent or his designee determines that there are extenuating circumstances. Absent any extenuating circumstances as determined by the superintendent or his designee, such transfers must be approved in the summer and student attendance must begin with the first day of school.

12. A new application must be submitted each school year.

\*\*\*\*\*

I have read and understand the PN-GISD Administrative Guidelines listed above. I agree to the stipulations within the guidelines and request that my child, \_\_\_\_\_, attend the PN-GISD school district for the 20\_\_\_\_ - 20\_\_\_\_ school year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

.....  
For Administrative Use Only :

Assigned Campus:\_\_\_\_\_

Grade:\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Student Services

\_\_\_\_\_  
Date

# Port Neches-Groves Independent School District

Application for Transfer  
School Year 20\_\_ - 20\_\_

Student SSN/Alt. I. D. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY) Sex: M F

- Ethnicity:
- 5 White, not of Hispanic origin
  - 4 Hispanic
  - 3 Black
  - 2 Asian, Pacific Islander
  - 1 American Indian/Alaskan Native

District of Residence: \_\_\_\_\_

Assigned Campus \_\_\_\_\_ County-District Number: \_\_\_\_\_

District Attended Last Year: \_\_\_\_\_ County-District Number: \_\_\_\_\_

Campus Assigned: \_\_\_\_\_ Grade Assigned: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Transfer Last Year? Yes No

\*\*\*\*\*

This section must be completed by parent or guardian:

I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence; and I accept responsibility for the payment of tuition.

Signed: \_\_\_\_\_  
Parent/Guardian Signature Date

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_