

BUNCOMBE COUNTY SCHOOLS DISCRETIONARY ADMISSION/RELEASE APPLICATION

ONE FORM REQUIRED FOR EACH STUDENT EVERY SCHOOL YEAR – **DO NOT FAX**



STEP 1 – SCHOOL YEAR APPLYING FOR **GRADE LEVEL**

STEP 2 – CHOOSE ONE ADMISSION/ RELEASE OPTION AND REASON – SEE DETAILS ON REVERSE

<input type="checkbox"/> A) Release from a Buncombe County School for Admission to Another Buncombe County School Parent/Guardian must obtain signature from: Releasing Principal AND Receiving Principal.	<input type="checkbox"/> B) Release from Buncombe County Schools to Asheville City Schools* or Another County Parent/Guardian must obtain signature from: Releasing Principal ONLY.	<input type="checkbox"/> C) Admission Into Buncombe County Schools from Asheville City Schools or Another County Parent/Guardian must obtain signature from: Receiving Principal AND Releasing District (attach copy of any documentation of release)
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| <input type="checkbox"/> Completion of School Year | <input type="checkbox"/> Current BCS Employee – Will be verified _____ / _____
Employee Name School of Employment |
| <input type="checkbox"/> Continued Placement | <input type="checkbox"/> Childcare Proximity _____ / _____
Name of Childcare Location Address |
| <input type="checkbox"/> Sibling Placement | <input type="checkbox"/> Work Proximity _____ / _____
Employee Name Place of Work |
| <input type="checkbox"/> Special Services | |
| <input type="checkbox"/> Special Services Sibling Placement | |
| <input type="checkbox"/> Employed by Another School System _____ | |
| <input type="checkbox"/> Other – Must be Approved by School Administrator _____ | |

STEP 3 – CONTINUED PLACEMENT Is your student continuing in the same school? YES NO In the same district? YES NO

If NO to either question, which school did your student last attend? _____ Last grade attended _____

STEP 4 – STUDENT AND FAMILY INFORMATION – PLEASE PRINT LEGIBLY

Student Information	Custodial Parent/Guardian Information	County of Residence: _____
First Name: _____	First Name: _____	Unless parent is permanent employee, residents of counties other than Buncombe must pay tuition. Application must come to Student Services once fully complete to set up a tuition contract. Call 828-255-5918 for an appointment.
Last Name: _____	Last Name: _____	
Address: _____	Home Phone: () - _____	
City, State, Zip: _____	Cell Phone: () - _____	

My signature verifies that I have read and accepted the policy guidelines governing this request. I certify that all information provided is true. Falsification of information will result in an immediate denial or revocation of the student's Discretionary Admission/Release. I understand that Policies 4130 and 4135 are available on the district website, at all Buncombe County Schools, and at Student Services. I understand that all Discretionary Admissions are contingent upon classroom size and school space, discipline, and attendance.

Signature of Parent/Legal Guardian Date

Student Athlete? Yes No *If YES, please contact your school's Athletic Director for determination of eligibility. After initial entry into 9th grade, athletic eligibility will be determined by North Carolina High School Athletic Association eligibility rules.*

STEP 5 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL'S RELEASING SIGNATURE – IF YOU ARE RELEASING TO ANOTHER COUNTY OR ASHEVILLE CITY SCHOOLS PROCEED TO STEP 7 FOR PAYMENT AFTER THIS SIGNATURE IS OBTAINED.

Releasing School:

Approved Not Approved

Releasing Principal's Signature: _____ **Date** _____

STEP 6 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL'S RECEIVING SIGNATURE

Receiving School:

Approved Not Approved

Receiving Principal's Signature: _____ **Date** _____

STEP 7 – PAYMENT AT SCHOOL – EXACT CHANGE REQUIRED. \$20 non-refundable application fee required per student per year (max \$100 per household). NO CARDS ACCEPTED, cash or check only. Applications and payment must be submitted to the school IN PERSON. Applications submitted after May 31st will be assessed a \$30 non-refundable late fee for a total charge of \$50 each (max \$250 per household). Applications must be on time to allow for proper Board of Education approval.

Applicants will be contacted within 10 business days of receipt of the application if there is any issue impacting approval. Notifications will only be made if the application is denied by the Board. Confirmation letters of approvals WILL NOT be mailed.

Final Approving School Use Only: Date Received _____ Received By _____ Notes _____

\$20 Fee Cash _____ Check # _____ Late Fee (if after 5/31 and no new life change) \$30 Late Fee Cash _____ Check # _____

Home Address Verified Via "Find Your School" GIS: YES NO Home in Releasing School District YES NO County of Residence _____

SIBLING INFORMATION – This is for reference only; one application MUST be submitted for each student. Please list ALL siblings, even those who are not in school or not applying for a Discretionary Admission/Release Application.

First and Last Name	Applying for DAR?	Age or Grade Applying For	FROM: Releasing School (School in Home District) if applicable	TO: Receiving School (School Requested)
	Y or N			
	Y or N			
	Y or N			
	Y or N			
	Y or N			

Refer to Policy 4130 and 4130-R for complete information.

All reasons are at the discretion of the releasing and/or receiving principal and are subject to approval based on space and availability. Students who have attended a school based on Discretionary Admission in the previous year should also be listed as “Continued Placement.” Parent/guardian is responsible for out-of-district student transportation.

- All students whose parents /legal guardian reside outside Buncombe County must pay tuition, an amount equal to the per pupil expenditure from local funds. This amount changes each year. Parents must call Student Services (828-255-5918) to schedule a tuition contract appointment. The tuition contract will be provided by Student Services and must be completed and submitted in person by the parent/guardian.

ACCEPTABLE REASON CODES FOR DISCRETIONARY ADMISSION/RELEASE:

Current BCS Employee: Parent/guardian is a current permanent employee with Buncombe County Schools. Discretionary admission is only acceptable within district in which the parent/guardian works. Employment will be verified by Student Services. (Tuition is waived)

Childcare Proximity: The student’s before or after school child care providers are in closer proximity to the receiving school. Verification of child care provider may be required.

Completion of School Year: If a parent/guardian changes domicile after the beginning of the school year, the student may stay at their school for the remainder of the school year.

Continued Placement: If the reasons for discretionary admission remain the same and space continues to be available at the receiving school, a student approved for discretionary admission to a Buncombe County School during the previous school year may be allowed to complete the highest grade at that school. With principal approval continued placement in the district is allowed.

Employed by Another School System: Student may be released to attend another school system if the parent/guardian is currently employed by that school system.

Sibling Placement: When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is domiciled.

Special Services: In the case of students with disabilities, when the school in which the student is domiciled is not easily accessible or to access specialized programming and services.

Special Services – Sibling Placement: Siblings of students assigned to special programs in schools outside their district may request Discretionary Admission to that school for each year that the placement is in effect.

Work Proximity: Parent/guardian’s place of employment is in closer proximity to the receiving school. Verification may be required.

Other: Must be approved by School Administrator at the time the application is submitted.

The Buncombe County School System does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission or access to, or treatment or employment in, its programs and activities in compliance with applicable federal and state laws.