

FORM 5-1

OUT OF ATTENDANCE AREA ENROLLMENT APPLICATION

FORM TO BE COMPLETED BY: Parent/Legal Guardian, Receiving School Personnel, School Administrator

The Department of Education can make accommodations for students in out-of-attendance area. Board Policy 318 guides the out-of-district school enrollment with the primary focus on ensuring adequate enrollment capacity for in-district students in our schools.

Priority Consideration for Accepting Out-of-District Students:

1. Principal's discretion
2. Student's prior participation and expected on-going enrollment in academic and careeroriented programs not offered at other schools, including but not limited to GCC programs, JROTC, Robotics, or certain AP/Honors.
3. Parent is an employee at the school site, upon approval.
4. Student is homeless or transient

Part I: Student Information (To be completed by Parent or Legal Guardian; please print clearly):

Check one: ☐ Returning Student ☐ New Student
Current Grade Level: _____
Child's Legal Name: _____
LAST FIRST M.I.

Part II: Conditions for Acceptance and Continued Enrollment:

I hereby request from the Principal of (Name of School) _____ of the

Guam Department of Education to authorize my child, named above, who currently resides in the village of

_____ and is in the attendance area served by

_____, to enroll as an out-of-district student for
Name of School in the current attendance area

SY _____.

The specific reason for which I am requesting authorization for Out-of-District enrollment is as follows:

The items below are conditions that the Parent/Guardian and Student(s) must adhere to as an out-of attendance area enrollment status. Parent or legal guardian must initial each item below to verify they acknowledged the following items. The principal may revoke the out-of-district authorization upon noncompliance of these expectations.

- _____ 1. I will provide transportation for my child to and from the school. The school will not assume any responsibility for transporting my child. Academic standing:
_____ 2. Student must pass all classes.
_____ 3. Attendance: Student must maintain no less than a 90% attendance rate to include excused and unexcused absences.
_____ 4. Student conduct: Student must not receive any level 2 or 3 offenses pursuant to the Office Discipline Referral (ODR) guidelines.

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- _____ 5. Parent/legal guardian must attend all Parent-Teacher Conferences (PTC) for first and third quarter and any other meeting called by a teacher or School administrator.
_____ 6. Parent/legal guardian must attend all monthly parent organizations meetings.
_____ 7. Parent/legal guardian must participate in a school function at least once per quarter, e.g., chaperone dances, school clean up, school presentation, etc. A request for out-of-attendance area enrollment must be made each year.
_____ 8. Withdrawals: Violation of conditions for acceptance are grounds for withdrawal that will be effective at the ending of the current quarter. Students may not be withdrawn from a school as a result of reaching capacity, based on its in-district needs, until the end of the school year. Appeal of the withdrawal may be made to the Superintendent.

Part III: Assurances

I certify that I have read and agree to the above conditions, and I will support the decisions of the (name of school) administrative team throughout the school year that my child is enrolled as an out-of-district student. Additionally, I will ensure that my child and I will comply with all school rules and policies as it applies to my child's educational experience here at (name of school).

Print Parent/Legal Guardian's Name _____

Parent/Legal Guardian's Daytime Contact Number: _____

Parent/Legal Guardian's Alternate Contact Number: _____

Contact Email Address: _____

Parent/Legal Guardian's Signature

Date

TO BE FILLED OUT BY SCHOOL PERSONNEL

Received by school personnel: _____

Date: _____ Time: _____

Part IV: Administrative Decision (To be completed by the Principal)

☐ Approved for School Year: _____

☐ Disapproved and reason: _____

Principal

Date