

KPBSD Out-of-Area Attendance Request Flow Chart

Parent or guardian completes E5116 (a) and takes it to the desired school



Administrator checks school facility capacity

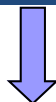
(To find your building capacity, look online in the fall Board of Education minutes where the enrollment projections were approved. The facility capacity is posted in the beginning of that document.)

Under 90%



Check class sizes.

- Grade K: No out of area transfers will be permitted when enrollment per grade reached 20 students per class.
- Grades 1-3: No out of area transfers will be permitted when enrollment per grade reaches 22 students per class.
- Grades 4-6: No out of area transfers will be permitted when enrollment per grade reaches 24 students per class.
- Grades 6-8: No out of area transfers will be permitted when enrollment per grade reaches 24 students per class.



If space permits enrollment, the administrator approves the request, the parent or guardian is reminded of the conditions stated on E5116(a) and the student is enrolled. A copy of the approved form is forwarded to the child's area school and the original is kept on file at the child's out-of-area school.

Over 90%



No new out of area enrollments permitted.

- This includes siblings of already enrolled students.
- There is no preference for staff members.
- If a child's family moves mid-year, they may continue at the original school, but new siblings may not become enrolled.

When presented with extremely unusual circumstances for which an administrator would like to consider an exception, the request must be presented to an Assistant Superintendent.



Currently enrolled students may continue to attend, but parents and guardians **MUST** be reminded that the student may have to transfer back to their attendance area site if a lack of space becomes an extreme issue. Reasonable effort should be made to avoid disruption mid-year when-ever possible.

Parent or guardian must reapply annually using E5116 (a), *even when* the child is permitted to remain at that time in an effort to not disrupt the child's education.