

# **Alexander City Schools Non-Resident Enrollment Handbook**



## **2025-2026**

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6.01.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

[Reference: ALA. CODE §16-28-3 (1975)]

#### 6.01.2 Admission to Schools -

a. *Resident Students* – School-age children who reside within the municipal limits of Alexander City, Alabama, may be admitted to Alexander City Schools. For purposes of this policy, the residence of the student will be presumed to be the residence of the custodial parent or legal guardian. No such presumption attaches to temporary transfers of parental powers under Ala Code §26-2A-7. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

[Ala. Code §§16-28-3; 16-11-16]

b. *Non-resident Students* – The Board may permit students who do not reside within the Alexander City School District to attend schools within the school system. The Board may establish criteria for admission of non resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to and from school or homebound instruction outside of the city limits of Alexander City, unless specifically required by law.

c. *Admission Policy for Homeless, Migrants, Immigrants, and English Learner Students and Children in Foster Care* – All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, migrant, immigrant, and English learner students and children in foster care shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records

- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

d. *Homeless Students* –

i. *Enrollment.* Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

ii. *Dispute Resolution.* When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.

iii. The Homeless Liaison will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.

e. *Students in Foster Care* – A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records.

[Reference: 20 U.S.C. §§6311(g)(1)(E)]

f. *Students Expelled or Suspended from Other School Systems* – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board, which may include temporary attendance at the alternative school.

g. *Required Documentation* – Students entering the school system for the first time, regardless of grade level, are not required to submit a birth certificate, but may be requested to submit a birth certificate or another form of acceptable documentation to verify the student’s age. A social security number may also be requested, but such request is voluntary and is not a requirement of enrollment. In addition, students may also be required to submit other registration materials as school officials may reasonably require including, but not limited to, a certificate of immunization or an exemption as prescribed by the Department of Public Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, English Learner or homeless students.

h. *Placement of Students* – The Board will determine the placement of newly enrolled students in accordance with state law.

**HISTORY:**

**ADOPTED: March 25, 2025**

### **Tuition Fee Structure**

- **First Child = \$1,500.00 per year**
- **Each Additional Child = \$1,000.00 per year, per child**

**Note:** For the 2025-2026 school year, tuition for graduating Seniors will be waived. Any other waiver of tuition can only be granted by the Superintendent.

### **Tuition Payment Deadline**

All tuition fees must be paid in full by July 1st.

**Tuition Payment-** Upon acceptance as a non-resident student, tuition is due on or before July 1st. The tuition must be paid in full for the entire year. All tuition payments shall be made at the Alexander City Board of Education office at 375 Lee Street.

**Application Dates** - Beginning March 1st of each year, non-resident student Applications will be accepted for the upcoming school year. Non-resident applications will be accepted throughout the year for the current school year.

### **Transportation**

The Board will not provide transportation to and from school or homebound instruction for students residing outside the school zone for the Alexander City Schools.

**Exception:** The Board will provide transportation to/from daycare centers, after school programs, businesses, etc. that reside within the school zone.

### **Non-Discriminatory Statement**

It is the policy of the Alexander City Board of Education that no person, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

**Notification Concerning Enrollment** - Concerning notification of acceptance or denial of non-resident students for a new school year, the school district will make a decision regarding ELEMENTARY STUDENTS (K-6) prior to July 1. Concerning notification for secondary students (7-12), notification will be made on a case-by-case basis. Non-resident applicants who submit an application for enrollment during the school year will only be notified after all required documentation has been submitted and appropriate reviews have been completed. With all appropriate documentation submitted, the review process may take up to one week. The final authority for acceptance or denial of applications is at the discretion of the Board of Education of Alexander City Schools.

**Note:** A letter of approval for non-resident student enrollment is only valid for 30 days from the date of approval as a non-resident student. A new application for non-resident student enrollment will need to be submitted if not enrolled within the 30 day window of acceptance to Alexander City Schools.

**Pre-K-12:** Non-Resident Student Applications will be accepted for Pre-K students only after the waiting list has been exhausted for all resident students. Pre-K parents must apply for acceptance as non-resident students and submit an application for Alabama First Class Pre-K program. If accepted, they will have to pay out-of-district tuition.

**Interview:** Following the receipt of a completed application for non-resident student enrollment, an interview (in person or by phone) may be scheduled with the parent and student with the receiving school's principal or designee. Once the interview has been conducted, a recommendation will be made as to whether to accept or deny the application for non-resident student enrollment.

**Note:** This requirement is for any student that is seeking non-resident enrollment in the following grades: Pre-K, K, or 1st grade. In addition, this requirement applies to all students seeking enrollment that attended a private school, church school, or virtual school or was homeschooled during the last calendar year.

**Right to Close Enrollment:** The school district reserves the right to close enrollment at any time. The decision to close enrollment is at the sole discretion of the Board of Education of Alexander City Schools..

## **Eligibility Criteria for Enrollment Consideration of Non-Resident Students**

### **I. Discipline**

- A. Non-resident applicants must submit disciplinary reports for the past calendar year (365 days). For example, if a student completes an application on October 1, 2022, a disciplinary report is required for the time between October 1, 2021 and October 1, 2022.
- B. Non-resident student applicants who have any Class II or above infractions during the past calendar year shall not be accepted for enrollment
- C. Once a non-resident student is accepted for enrollment, their continued enrollment will be contingent upon their adherence to the Alexander City Board of Education's Student Code of Conduct. Any violation of this Code of Conduct, at Class II or above, will result in immediate withdrawal from the Alexander City Schools.

### **II. Satisfactory Academic Progress**

- A. Grades will be reviewed for the current grading term and/or the two previous semesters (one calendar year).
- B. Satisfactory Academic Progress Defined
  - 1. Students in grades 2-12 must have an overall average of 75 or above in each core subject - Reading, Language, Mathematics, Social Studies, and Science. Students with any overall average of 75 or below for any grading period will not be accepted for enrollment.
  - 2. In addition, students in grades 9-12 must have earned sufficient credits in order to graduate with their 9th grade cohort, passing core subjects for each grade level. Students with insufficient credits will not be accepted for enrollment.
- C. Once a non-resident student is accepted for enrollment, their continued enrollment will be contingent upon their satisfactory academic progress as defined above. Any failure to meet satisfactory progress will result in the student being placed on probationary status for a 9 week grading period.
- D. Students who continue to not meet requirements will be withdrawn from Alexander City Schools.
- E. The principal or his/her designee will review a student's grades and attendance at the end of each 9 week reporting period. Students not meeting the above requirements will be placed on probationary status for a 9-week period or withdrawn. Students who continue to not meet requirements will be withdrawn from the Alexander City Schools.



### **III. Attendance**

- A. Non-resident applicants must submit attendance reports for the past calendar year (365 days). For example, if a student completes an application on October 1, 2022, a report is required for the time between October 1, 2021 and October 1, 2022.
- B. Non-resident student applicants who have more than four unexcused absences will be denied enrollment.
- C. Non-resident students who accumulate four unexcused absences during the school year will be placed on probation. Non-resident students who accumulate seven unexcused absences during the school year will be immediately withdrawn from Alexander City Schools.
- D. The principal or his/her designee will review a student's grades and attendance at the end of each 9 week reporting period. Students not meeting the above requirements will be placed on probationary status for a 9-week period or withdrawn.
- E. Students who continue to not meet requirements will be withdrawn from the Alexander City Schools.

- IV. Guardianship** - A non-resident student must live with their biological parent, who has legal guardianship or other legal guardian. Legal guardianship, for enrollment purposes, is only that which is granted through the courts. Legal documentation is required prior to being considered for enrollment.

**Athletic Participation** - Parent/Legal guardian acknowledgment/understanding that the non-resident student is subject to athletic eligibility requirements as defined by the Alabama High School Athletic Association (AHSAA). Students that do not make a bonafide move to the Alexander City School District may be ineligible to participate in varsity athletics for one calendar year from the date of enrollment.

**General Application Information**: Applications are available at the Alexander City Board of Education, all schools, and on the district website under the Registration tab. Completed applications must be submitted at the Alexander City Schools Phoenix Academy building, 360 Wilson Street. Schools will NOT accept completed applications. Applications will not be accepted or reviewed until all required documentation is provided.

**Note**: In the event a parent, legal guardian, or student is found to have circumvented the application process or if any representation made to the enrollment application or process is untrue, the student will be immediately dismissed or withdrawn from Alexander City Schools.

**One-Time Application**: Once non-resident students are accepted for enrollment, there is no need to complete an annual application. As long as the student continues to meet all the eligibility criteria as defined above, they will remain enrolled in the Alexander City Schools.

**Acknowledgement of Terms & Conditions**

*Please review the Non-Resident Enrollment Handbook located under the “Registration” tab of the Alexander City Schools website before signing below to accept its’ terms and conditions.*

I understand the conditions as outlined in the Alexander City Schools Non-Resident Student Enrollment Handbook and assume responsibility for the enforcement of the terms as outlined in the handbook.

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(Parent/Legal Guardian Signature - Date)



# ALEXANDER CITY SCHOOLS

375 LEE STREET • ALEXANDER CITY, ALABAMA 35010 • 256-234-5074

## APPLICATION FOR NON-RESIDENT STUDENT ENROLLMENT

(Must be completed and submitted by Parent/Legal Guardian at Alexander City Schools District)

**DR. JOSE REYES, JR.**  
**SUPERINTENDENT**

Application Date: \_\_\_\_\_

STUDENT'S NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ CURRENT GRADE as of Application Date: \_\_\_\_\_  
Requested date for Enrollment: \_\_\_\_\_ Expected Grade, if accepted: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
CHILD LIVES WITH: PARENTS \_\_\_\_\_ MOTHER \_\_\_\_\_ FATHER \_\_\_\_\_ GUARDIAN \_\_\_\_\_  
Name and Address of Current/Former School: \_\_\_\_\_

Has the student been retained? YES NO If yes, in what grade(s)? \_\_\_\_\_  
Is the student a special education student? YES NO If yes, student's current IEP must be submitted for review  
Is the student a 504 student? YES NO If yes, student's current 504 Plan must be submitted for review  
Is the student an ELL student? YES NO If yes, student's current I-ELP must be submitted for review  
In the past year, has the student been suspended or expelled from school? YES NO  
In the past year, has the student been assigned time in an Alternative School Program? YES NO  
In the past three years, has the student faced any juvenile justice action/been placed under the supervision of a juvenile probation officer? YES NO

**PARENT(S)/GUARDIAN(S):** If guardian, provide copy of guardianship papers

MOTHER/GUARDIAN \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_ EMPLOYER \_\_\_\_\_

FATHER/GUARDIAN \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_ EMPLOYER \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**REQUIRED DOCUMENTATION:** (Must be received prior to being considered for enrollment)

_____ Copy of parent/legal guardian Driver's License or State issued ID	<b>REQUIRED FOR ALL STUDENTS</b>
_____ Disciplinary Record for the past calendar year (365 days)	<b>REQUIRED FOR ALL STUDENTS</b>
_____ Attendance Record for the past calendar year (365 days)	<b>REQUIRED FOR ALL STUDENTS</b>
_____ Grade Report for the past calendar year (365 days)	<b>REQUIRED FOR ALL STUDENTS</b>
_____ Special Education Individualized Education Plan (IEP)	<b>IF APPLICABLE</b>
_____ Individual English Language Plan (I-ELP)	<b>IF APPLICABLE</b>
_____ 504 Plan	<b>IF APPLICABLE</b>
_____ Legal Guardianship Papers	<b>IF APPLICABLE</b>

It is the policy of the Alexander City Board of Education that no person, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

### OFFICE USE ONLY

ACS Employee/Date Received: \_\_\_\_\_ Accepted \_\_\_\_\_ Denied \_\_\_\_\_

Notes: \_\_\_\_\_

INSPIRING HOPE AND CREATING PATHWAYS FOR SUCCESS