

Alexander City Schools Non-Resident Enrollment Handbook



2025-2026

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- I. Any student who initially enrolls in the Alexander City School System shall be required to present certification of immunization as required by law.
 - A. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - B. A transfer student and any student, for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status, may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - C. Exceptions may be granted as provided in Alabama statutes and federal law.
- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Alexander City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. 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.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to readmission to any Alexander City school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Resident Students
 - A. The Board defines resident students as students whose parents or legal guardians live within the Alexander City tax district. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Alexander City Schools. Guardianship must exist under the provision of Alabama Code 26-2A-73; temporary delegation of parental powers under Alabama Code 26-2A-7 shall not be sufficient to establish enrollment.
 - B. Children who are enrolled as Homeless, Migratory, in Foster Care, or LEP pursuant to the requirements of the Every Student Succeeds Act of

2015 and the McKinney-Vento Homeless Education Act of 2001, will be enrolled on probationary status. School district officials shall be diligent in verifying the true status of these students and in assisting parents/guardians in obtaining the otherwise required documents.

VI. Non-Resident Students

- A. The Board's responsibility and goal is to provide the best education possible for all students regardless of race, creed, sex or national origin. To meet this responsibility the Board shall give first consideration to the placement of those students who reside in the School System. In order to assure an adequate educational process for those students residing within the School System, the Board may, in its discretion, limit or discontinue enrollment or attendance of students who reside outside the area served by the School System in reciprocal areas.
- B. Enrollment of students residing outside the School System shall be on a nondiscriminatory basis.
- C. In accordance with the federal court order of the U. S. District Court, middle district of Alabama, Northern Division, certain children residing outside the area served by the Alexander City School System may attend the schools of the School System. Beginning with the 2007-08 school year, out-of-district students enrolling in the Alexander City School System are required to pay a predetermined tuition fee. Students enrolled prior to the 2007-08 school year will be exempt from tuition.
- D. The Superintendent shall develop and maintain procedures and criteria for enrolling non-resident students. Such items shall be published in the ACS Non-Resident Enrollment Handbook.
- E. In addition to meeting criteria in the ACS Non-Resident Enrollment Handbook, out of district enrollees must meet the following criteria:
 - 1. Their educational needs can be met within the existing instructional program by existing employees and within existing facilities in the Alexander City Schools.
 - 2. Their disciplinary record is free from Class II or above infractions as defined by the Alexander City Board of Education's Code of Conduct.
 - 3. 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 withdrawal from the School System.

4. Out-of-district students seeking to enroll must live with their biological or adopted parents or legal guardians/custodians.

F. In order to protect the education interest of students residing within the area served by the School System, the Board may, at its discretion, limit or discontinue enrollment or attendance of students who reside outside the area served by the School System.

G. It shall be the responsibility and duty of the local school principal and certified staff to assign students to classes. The School System shall always endeavor to assign students to classes that are in the best interest of students. Normally students transferring into the schools of the School System will be placed in the same grade they were in at the school from which they are transferring. This assignment will be based on official school records and transcripts.

VII. If a person's twenty-first (21st) birthday is on or before September second (2nd) in any given school year, he/she shall not, with the exception of students enrolled in the School System's special education program, be admitted to a school within the School System without the written approval of the principal and Superintendent. A person applying for enrollment who would not be able to graduate before his/her twenty-second (22nd) birthday must have the written approval of the principal and the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 26-2A-73, 16-2A-7 16-30-1,
16-30-4, 16-11-16, AAC §290-3-1-.02

HISTORY:

ADOPTED: 2006
JULY 13, 2010; OCTOBER 27, 2015; FEBRUARY
21, 2017; APRIL 18, 2017
FORMERLY: 5.10, 5.11, 5.14

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 subjects - 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.

(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	REQUIRED FOR ALL STUDENTS
_____ Disciplinary Record for the past calendar year (365 days)	REQUIRED FOR ALL STUDENTS
_____ Attendance Record for the past calendar year (365 days)	REQUIRED FOR ALL STUDENTS
_____ Grade Report for the past calendar year (365 days)	REQUIRED FOR ALL STUDENTS
_____ Special Education Individualized Education Plan (IEP)	IF APPLICABLE
_____ Individual English Language Plan (I-ELP)	IF APPLICABLE
_____ 504 Plan	IF APPLICABLE
_____ Legal Guardianship Papers	IF APPLICABLE

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: _____

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