

**PINE VALLEY CENTRAL SCHOOL DISTRICT  
NON-RESIDENT STUDENT APPLICATION**

Thank you for your interest in applying to send your child/children to Pine Valley Central School. In order for a student to be considered, all forms in this packet must be completed, including the Non-Resident Student Application Form, the Non-Resident Contract and the Release of Records Consent Form. Should you have any questions about this application, please contact the Registrar's Office at 716-988-3291 x 3150. After all components of the application have been received, District Administration will proceed with reviewing the application. Please note that it may take several days for this review to take place. After reviewing the application, the District will contact you to notify you of the status of the application.

I, \_\_\_\_\_, a resident of the \_\_\_\_\_  
*(Name of Parent/Legal Guardian)* *(School District of Residence)*

request that the Board of Education of Pine Valley Central School District consider admission of the student(s) listed below for the \_\_\_\_\_ school year:

*(Student Name)* \_\_\_\_\_ *(Grade)* \_\_\_\_\_

*(Student Name)* \_\_\_\_\_ *(Grade)* \_\_\_\_\_

*(Student Name)* \_\_\_\_\_ *(Grade)* \_\_\_\_\_

Reason for Request:

\_\_\_\_ Students above are currently registered at Pine Valley Central School as Non-Residents

\_\_\_\_ Students above will be moving to the Pine Valley Central School District on *(date)* \_\_\_\_\_

\_\_\_\_ Students above are former residents and request to continue attendance at Pine Valley Central School

\_\_\_\_ Students will be residing with family members within the Pine Valley Central School District

\_\_\_\_ Other (Please explain)

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Do you own property in the Pine Valley Central School District?    Yes                  No

If yes, address: \_\_\_\_\_  
\_\_\_\_\_

Name of school(s) attended prior to requesting admission to the Pine Valley Central School District:

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Enclosed with this application, please find a Non-Resident Contract that you will need to review with your child(ren). This contract needs to be signed and **MUST** be returned at the same time as this application in order for the application to be considered. **One contract needs to be submitted for each student.**

Also, enclosed with this application, please find a Release of Records Consent Form for Non-Resident Applicants. One form needs to be completed and returned with this application for **each** student. In the event that a student was at the previous school for less than **1** school year, a second form will need to be completed for the school of attendance prior to that.

**An application packet will be considered complete once the parent/guardian has submitted this form, a signed contract, and the release of records consent form(s).**

I certify that all information provided above concerning the residency of the individual(s) is true and accurate. We also understand that if we provide false information to the Pine Valley Central School District, we may be committing the crime of perjury and that we may be prosecuted on criminal charges for such false information.

Signature of Parent/Legal Guardian: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

PO Box: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Return this packet to: Pine Valley Central School District

7755 Route 83

South Dayton, NY 14138

Attn: Registrar

[hswanson@pval.org](mailto:hswanson@pval.org)

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Approval by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



Book	Policy
Section	7000 Students
Title	Non-Resident Students
Code	7131
Status	Active
Adopted	June 17, 2004
Last Revised	October 22, 2020

## **SUBJECT: NON-RESIDENT STUDENTS**

The Board affirms its primary responsibility to educate children who are residents of the District and who are of legal age to attend school. Non-resident families who wish to enroll children in the Pine Valley Central School District will submit a request in writing to the Superintendent. The Superintendent will review such requests and make recommendations regarding non-resident student admission to the Board. The Board will have final authority to approve or deny such requests.

Non-resident student enrollment requests will only be considered where:

- a. There is sufficient space to accommodate the non-resident student;
- b. No increase in the size of faculty or staff will be necessary; and
- c. Admittance will not result in the establishment of a new section.

In making determinations regarding the admittance of non-resident students, the District will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category.

In the event a non-resident student is permitted to attend the District's schools, his or her attendance will be subject to the following conditions:

- a. Parents or guardians must work out transfer conditions with the home school district or provide their own transportation;
- b. Transportation of the non-resident student is not the responsibility of the District. The student's parent or guardian will be responsible for arranging the transportation of the student to and from the District and will provide the District with the name of another adult who shall be responsible for the transportation of the student, if the parent or guardian is not available, in the event of early dismissal or delayed beginning of any school day;
- c. All rules and regulations in effect for District students will be applicable to non-District students. Any violations of school rules, including but not limited to excessive tardiness truancy or other infractions that could result in the suspension of a resident student from school will constitute a basis for the non-resident, tuition-paying student's immediate dismissal. Prior to such dismissal, the District shall provide the student's parent or guardian with written notice of the basis for its determination and shall notify the student's parent or guardian of the right to request an informal conference with the Superintendent of Schools, who shall provide an opportunity for the student and the student's parent or guardian to present their concerns. The decision of the Superintendent shall be final except a parent may appeal such decision to the Board of Education within ten days of such determination upon written notice with a statement of the reasons for such appeal. A non-resident student dismissed for disciplinary reasons or for non-attendance pursuant to this policy shall not be readmitted under this policy. Final decisions regarding the acceptance and continued attendance of non-resident students rests with the Superintendent, subject to a right of appeal to the Board of Education within ten days of any determination by the District and upon written notice to the Board with a statement of the reasons for such appeal.

- d. The non-resident student is a student in good standing in their former district with no prior substantive disciplinary issues, and with good attendance. Each prospective tuition-paying student will provide to the District information and materials requested by the District and to include but not be limited to the student's discipline, attendance and academic records from any previous educational institution(s) the student attended;
- e. The student must maintain a good standing at all times: scholastically, citizenship wise, attendance. In the case of a re-application for continued attendance, the student must be in good standing with the District with no substantive disciplinary issues and with good attendance; and
- f. The admission of such non-resident student is and continues during the enrollment period to be in the best interests of the District.

### **Future Students**

The children of families who have signed a contract to buy or build a residence in the District may be enrolled for the semester in which they expect to become residents. Non-resident tuition will be charged, payable in advance, with an adjustment to be made when the family becomes a resident in the District.

### **Former Residents**

In the following limited circumstances, children who are not District residents will be permitted to attend the District's schools without payment of tuition:

- a. Students of any grade who move from the Pine Valley Central School District during the school year may be given permission to finish the semester in which the move occurs.
- b. Students who move from the District after completion of the first semester of the year preceding their anticipated graduation year may be given permission to remain in the Pine Valley Central School District until graduation.

### **Foreign Exchange Students**

Only foreign students participating in a recognized Student Exchange Program under a J-1 Visa may attend District schools without payment of tuition. The administration is authorized to file with the U.S. Department of Homeland Security for the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the District in accordance with the Student and Exchange Visitor Information system (SEVIS).

### **Other Non-Resident Students**

Non-resident students other than those affected by the above provisions may be accepted as tuition-paying students at the discretion of the Board of Education on an annual basis provided the general conditions listed above are met. Requests should be submitted to the Superintendent.

### **Reservation of Claims**

Should a material misstatement of fact be made and relied upon by any administrator or the Board in admitting a non-resident student without tuition, the Board will be entitled to recover the cost of instruction for the time the student was not authorized to attend a school in the District from the person having made the misstatement or from a person in parental relation to the student.

### **Tuition Fees**

Where applicable, tuition fees are computed according to a formula established by the Commissioner of Education.

Tuition of individual non-resident students will be computed in advance at the time of enrollment. Methods of payment (e.g., monthly) may be arranged in the District Office and approved by the Superintendent. Non-resident student status is contingent upon timely payment of tuition fees as established by the Board.

Tuition Rate: The tuition rate for non-resident students is established as follows:

Grades Pre-K through 12:	\$2,000
Discount for each additional child:	\$200

Example:	Child 1	\$2,000
	Child 2	\$1,800
	Child 3	\$1,600
	Child 4	\$1,400

### **District Property Owners**

If the parent or guardian of a non-resident student owns property within the District, students will be given a financial credit (equal to the amount paid in school taxes) toward tuition.

### **Legal Residence**

Parents who maintain more than one residence, but whose legal residence for the purposes of voting or filing income tax is within the District, are eligible to send their children to District schools. However, school tax payments of non-residents who own assessable property in the District will be deducted from any tuition charges levied against such non-resident.

### **Grace Periods**

A 30-school day grace period may be granted to students by the Superintendent at such time that the non-resident student is faced with residency problems upon leaving or entering the school district.

### **Proof of Residency**

Such documentary or sworn proof as shall be required by the administration or Board of Education must be furnished prior to the admission of any child residing in the District with a person not his parent or who is the child of a non-resident. The admission of homeless children and youth will be in accordance with law.

Nothing in the policy provides for the automatic admission of a non-resident student on the basis that a sibling of such student was previously admitted to attend the District.

Education Law Sections 1709(13) and 3202  
8 NYCRR Section 174.2

NOTE: Refer also to Policy #7131 -- Education of Students in Temporary Housing

Adopted: 6/17/04

Revised: 6/23/05; 2/18/10; 7/7/16; 10/22/20

Shanda DuClon  
Superintendent  
(716) 988-3291 ext. 3010  
FAX: (716) 988-3142

PINE VALLEY CENTRAL SCHOOL  
South Dayton, NY  
District Offices/Elementary School: 7755 Rt. 83  
Jr./Sr. High School: 7827 Rt. 83



**RELEASE OF RECORDS FOR NON-RESIDENT APPLICATION**

This form is being sent because the student identified below has applied to attend Pine Valley Central School as a Non-Resident. Part of our application process includes ensuring that the student is/was a student in good standing at their previous school(s). Please email the student's academic transcripts, discipline records, and attendance records to [hswanson@pval.org](mailto:hswanson@pval.org). If you have any questions call 716-988-3291 ext. 3150.

**PLEASE NOTE:**

- This release of records is limited to ONLY academic transcripts, discipline records and attendance records.
- These documents will allow us to determine if the student will be accepted at Pine Valley Central School.
- At this time, the student HAS NOT been accepted.
- Please DO NOT drop student from enrollment at your school.
- Please DO NOT send IEP or 504 documents.
- If the student is accepted, a 2<sup>nd</sup> release for additional records will be sent to you.

Thank you for your assistance.

**To be completed by Applicant's Parent/Guardian**

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Name of school previously attended: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone#: \_\_\_\_\_ School Fax#: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Name of current Principal: \_\_\_\_\_

Name of Current School Counselor \_\_\_\_\_

I, \_\_\_\_\_, give my permission for the above named school to release my child's grade, discipline, and attendance records to Pine Valley Central School District. This includes written, electronic and verbal forms of communication between Districts.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PINE VALLEY CENTRAL SCHOOL DISTRICT**  
**NON-RESIDENT CONTRACT**

Student Name: ..... Grade: .....

(Please print)

This contract for attendance of non-resident students at Pine Valley Central School (PVCS) has been prepared to best ensure a student's academic success. The contents of the contract are tailored to help the student remain focused on their studies, obligations and responsibilities throughout the school year in order to maintain the status of "a student in good standing".

1. I agree to put forth my best effort in my studies, which includes completing assignments on a daily basis.
2. I agree to maintain good attendance, which means I will arrive at school on time every day and remain in school until the official end of the school day. If I am absent or late, I understand that it is my responsibility to bring a signed note (parent, doctor, etc.) to the office upon my return to school.
3. I agree to report to all classes throughout the school day on time and remain in my assigned class until the end of each period.
4. I agree not to get caught up in "drama" that may be taking place at school, whether its origins are at school or outside of school (social media, social events, etc.), and, instead, will immediately seek the assistance of a staff member for direction. I agree to follow the suggestions offered by staff.
5. I agree to follow the direction of any staff member.
6. I agree to refrain from activities that are or could be interpreted as being physically aggressive.
7. I agree to refrain from activities that are or could be interpreted as being verbally aggressive, intimidating, or harassing.
8. I agree to refrain from activities that are or could be interpreted as bullying.
9. I understand that I will be provided with a copy of the PVCS Code of Conduct and Student Handbook at the beginning of the school year and I agree to read and follow the rules contained therein.
10. I understand that as a non-resident, PVCS is not obligated to provide or ensure transportation for me. If a seat is available on a bus and I can get on or off at an "in-district" location, I may use it. However, some busses are full and neither regular nor occasional (i.e. 1 day a week or "as needed") transportation on the bus will be available.
11. I understand that as a non-resident at PVCS, I will need to follow the PVCS calendar throughout the school year. This means that if PVCS is open, I am expected to be in attendance regardless of the status of the district in which I reside (i.e. if my district of residence is closed due to weather, but PVCS is open, I will be expected to be in attendance.)

I, the undersigned and my parent(s)/guardian(s), realize that if I am unable to reasonably fulfill the terms of this contract, I will not be considered a student in good standing, and, as per the "PVCS Admission of Non-Resident Students" policy, I will have to return to my district of residence.

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Student Signature (not required for student in grades UPK-2)

Date

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Parent/Guardian Signature(s)

Date