

U.S.D. 403
Application for Nonresident Student Enrollment

The U.S.D. 403 Board of Education has determined the capacity available in each grade level in each school building of the school district (hereafter “district”) for the upcoming school year.

The number of open seats available to nonresident students in each grade level for each school building can be found on the district’s website at <http://usd403.org/>.

This application must be submitted to the district at 301 W. Eagle PO Box 227 Otis, KS 67565 between January 1 and June 15, 2025.

STUDENT AND GRADE INFORMATION

Name of Student (hereafter “applicant”):

School Level: Elementary _____ Middle/Junior High _____ High School _____

Name of Preferred School (if applicable): _____

Grade Level: _____

If there is no capacity at the grade level at the preferred school when the application is processed, and the application is not approved for that reason, will you accept enrollment at another district school where there is capacity?

Yes ___ No ___

Priority Enrollment Criteria Questions

1. Is applicant experiencing homelessness?

Yes ___ No ___

a. If applicant is currently experiencing homelessness, in which school and school district did applicant last attend school?

2. Is applicant a child who is in the custody of the Department of Children and Families and living in the home of a nonresident student who attends school in the district?

Yes ___ No ___

3. Does applicant have a parent or person acting as a parent who is employed by the district?

Yes ___ No ___

4. Does applicant have a sibling who is enrolled in and attending a school in the district or who has been accepted to enroll and attend school in the district?
Yes ___ No ___
5. Is applicant a military student, as defined by K.S.A. 72-5139?
Yes ___ No ___
6. Is applicant a Kansas resident?
Yes ___ No ___

Good Standing Determination Questions

1. Did applicant maintain at least a 90% school attendance rate in the last school year, excluding absences which were excused under the school's attendance policy?
Yes ___ No ___
2. Is applicant under a period of suspension or expulsion from any school district?
Yes ___ No ___
- a. If so, when does the period of suspension or expulsion expire?

3. Has applicant had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan?
Yes ___ No ___
4. Has applicant been given a long-term suspension or expulsion by a school district in the current school year?
Yes ___ No ___

PARENT/GUARDIAN AND STUDENT CONTACT INFORMATION

Name of Parent(s)/Guardian(s) of the Applicant:

Physical/Residential Address of the Applicant:

Mailing Address of Applicant (if different from the Physical/Residential Address):

Mailing Address of Parent(s)/Guardian(s) (if different from the Mailing Address of the Applicant)''

Parent/Guardian or Adult or Emancipated Applicant Telephone Number: _____

Parent/Guardian or Adult or Emancipated Applicant Email Address: _____

Parent/Guardian and Applicant understand and acknowledge the following:

1. If the number of applications for the grade level and school building referenced herein is less than the number of available seats for that grade level in the school building, an eligible nonresident student deemed in good standing will be accepted for enrollment and attendance at the school district for the 2025-2026 school year and will be permitted to continue enrollment and attendance in the district, unless such student is no longer deemed by district administration to be in good standing.
2. If the number of applications for a grade level in a school building referenced above is greater than the number of available seats for the grade level in the school building, district administration shall accept students in good standing based on priority enrollment status first. If capacity remains after accepting priority enrollment students, the administration will randomly select nonresident student applicants deemed to be in good standing for enrollment using a confidential lottery process that will be completed on or before July 15 of each year.
3. If applicant is not a resident of Kansas, enrollment may only be considered if applicant's parent or person acting as a parent is an employee of the district, applicant is a homeless student and this is the applicant's district of origin, or if capacity remains after the district has completed its nonresident selection process, the student is in good standing, and district administration opts to allow out-of-state students to enroll.
4. If applicant is not accepted for or is denied enrollment at the district, the district will provide notice to the parent or person acting as a parent of the nonresident student or the adult or emancipated applicant of the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30 of each year.
5. If there is no capacity at the applicant's preferred school, and the application states enrollment in a school other than the preferred school will be denied, the district will deny the application due to lack of capacity.
6. If the application is accepted, applicant's enrollment may be discontinued if it is discovered applicant or applicant's parent or person acting as a parent provided false or fraudulent information in the application process.
7. The district shall not be required to provide transportation to nonresident students unless otherwise required to do so by applicable law.

8. If accepted to enroll in school in the district, applicant shall not be exempt from the requirements of the Kansas State High School Activities Association (hereafter “KSHSAA”) regarding eligibility to participate in KSHSAA activities.
9. This application process and the board policy authorizing it does not apply to any virtual school run by the district or any school located on a military installation.

By signing below, I attest that all information provided in this application is true and accurate, to the best of my knowledge.

Parent/Guardian Signature

Applicant Signature

Date Application Received: _____

Administrative Determination and Reasoning:

- Approved (applicant is a homeless student either residing in district or for whom the district is the school of origin [Priority Enrollment Criteria Question 1])
- Approved (applicant meets Priority Enrollment Criteria regardless of capacity and is in good standing [Priority Enrollment Criteria Question 2 or 3])
- Approved (applicant meets Priority Enrollment Criteria, is in good standing, and capacity is available [Priority Enrollment Criteria Question 4 or 5])
- Approved (capacity is greater than number of applications, and applicant is in good standing)
- Approved (capacity is less than number of applications, applicant is in good standing, and applicant was randomly selected in lottery)
- Denied due to lack of capacity
- Denied due to ineligibility to attend school in Kansas pursuant to K.S.A 72-3118 (age of eligibility)
- Denied due to lack of good standing
- Denied due to residency outside of the state of Kansas