

**CROSS BOUNDARY APPLICATION 2022 - 2023**

**Oak Ridge Schools  
Oak Ridge, TN 37830**

Date Received by ORS: \_\_\_\_\_

Please check: New Application \_\_\_\_\_

Received by: \_\_\_\_\_

Please provide the following information and return the completed form to Oak Ridge Schools, Pupil Services, 304 New York Avenue, or mail to: Oak Ridge Schools, Pupil Services, 304 New York Ave, Oak Ridge, TN 37831-6588. **Please fill out a separate Cross Boundary Application for each individual child.**

***IF approved, transportation will not be provided.***

|                             |   |                         |
|-----------------------------|---|-------------------------|
| <b>Student's Name:</b>      |   | Home Phone/other phone: |
| Home Address:               |   | E-mail address:         |
| Legal Parent/Guardian Name: |   | Grade Entering:         |
| Student's Date of Birth     | School Requesting to Attend<br>1 <sup>st</sup> choice _____<br>2 <sup>nd</sup> choice _____ | Zoned School            |

Does your child receive special education services: Yes \_\_\_ No \_\_\_ 504 Services: Yes \_\_\_ No \_\_\_

**Reason for Request: (Please Check One)**

- Moving into Requested School District (**Please Attach Documentation – new lease & utility agreement**)  
New Residence \_\_\_\_\_  
Date Expected to Move into New Residence \_\_\_\_\_

**Parent/Legal Guardian must submit the following documents with application:**

- Student's most recent report card/progress report;
- Attendance record;
- Discipline record; and
- Documentation from current school administration stating student is currently in good standing.
- Other (if necessary attach further documentation) List reason for request \_\_\_\_\_
- Moved during school year. Previous address: \_\_\_\_\_  
Date moved to current address \_\_\_\_\_

In order to attend Oak Ridge Schools, a student must be a resident of the City of Oak Ridge. **Legal residence is defined as living with a custodial parent or legal guardian who is domiciled in Oak Ridge.** If the legal custodian or guardian moves out of Oak Ridge City during the school year, the student could continue as a tuition student. Parents/guardians must notify Pupil Services immediately upon a change in residence. **I certify that all the above information is true and correct and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal Laws. I certify I am the legal custodian of the child identified on this enrollment form.**

Legal Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

- By signing this form you are acknowledging the conditions indicated on the reverse side of this form.
- We reserve the right to rescind any cross boundary placement if enrollment significantly changes. If a change occurs that will affect your child, you will be contacted by phone immediately.

**For Office Use Only: Application: Granted \_\_\_\_\_ Probationary \_\_\_\_\_ Denied \_\_\_\_\_**

**If denied, please state reason(s): \_\_\_\_\_**

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pupil Services Director \_\_\_\_\_ Date \_\_\_\_\_

**(OVER)**

## CROSS BOUNDARY GUIDELINES

Cross boundary requests are approved by the school principals and the Director of Pupil Services, based on good standing of the child and space availability at the receiving school. Parental requests based on the best interest of the child are considered on a case by case basis.

### **CROSS BOUNDARY APPROVAL IS FOR THE CURRENT SCHOOL YEAR ONLY!**

**TRANSPORTATION WILL NOT BE PROVIDED!**

**PARENTS MUST REAPPLY EVERY YEAR.**

- Pupils whose families transfer their residence to another Oak Ridge School district after the **first month** of school may complete the school year at their former school. A cross boundary form should be completed to document the change. Pupils whose families know they will be moving to a different Oak Ridge School district may request to start the year at the new school.
- Continuation of any cross boundary request is contingent upon the student remaining in good standing (**grades, attendance or behavior**). Failing grades, unexcused or excessive absences, tardies and behavior problems, can result in approval being rescinded during the school year.
- Teachers who reside in Oak Ridge shall be allowed to enroll their children as students in the school in which they teach on a space available basis, first come, first served basis. There will be no guarantee that space will be available for them to continue in that school in subsequent years.
- **Parents are responsible for the transportation of their child approved for a cross boundary.**

