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## BAY DISTRICT SCHOOLS 2024-2025 Out-of-County Procedures

Applications for out-of-county students to attend Bay District School must be submitted when a new school is being requested. Out-of-county requests will be processed in accordance with School Board policy 7.103.

Any parent/guardian of an out-of-county student who wishes to apply for admission to Bay District Schools should:

1. Complete the attached **Bay District Schools 2024-2025 Out-of-County Application**. The submitted form must include the following: the child's name, home address, name of home county & zoned school in the home county (where the student would attend by default if not requesting to attend elsewhere), home phone number, grade, name of Bay District school requested, and alternate choice of schools.
2. Attach evidence of academic performance for grade placement. Acceptable evidence may include report cards, standardized assessments, or a recommendation of grade placement from the home district or an accredited school. For Kindergarten students, attach proof of age to verify eligibility.
3. Attach evidence of Active Duty Military status, if applicable. This does not include retired, civilian, or reserves.

**For an application to be processed in time for the student to start on the first day of school, August 12, 2024, the completed application must be submitted to the School Choice Office by July 12, 2024. Placement notification for applications received by this deadline will be sent by email on or before August 5, 2024.**

**The School Choice Office must receive ALL of the required items before the application can be reviewed.** Incomplete applications will not be reviewed or considered for approval by the School Choice office.

When an out-of-county application has been processed an email will be sent to the parent/guardian. After receiving email notification of approval, the parent/guardian may register the student at the approved Bay District School.

**Submit the completed application, with required supporting documentation to:**

Bay District Schools  
School Choice Office  
1311 Balboa Avenue  
Panama City, FL 32401

**School Board Policy 7.103 states:** Students who reside in a county other than Bay County and submit an out-of-county application will be assigned a school **after** all students residing in Bay County have been given a school assignment. No out-of-county student shall be placed in a school that is over the school's Enrollment Capacity *unless* the student will be in the highest grade level at that school *and* the student attended that school during the previous year. Siblings of out-of-county students are not given any priority in placement.

Patterns of nonattendance, civility violations (2.115), or violation of the Code of Student Conduct / Out of County Performance Contract will result in the student being returned to his/her zoned county.

**Note:** Per School Board policies 7.103 and 6.301, transportation is **not** provided for out-of-county students.



# BAY DISTRICT SCHOOLS 2024-2025 Out-of-County Application

**ALL requested information is required. Incomplete applications will not be processed.**

## STUDENT INFORMATION

1. Legal Name: \_\_\_\_\_
2. Grade (2024-2025): \_\_\_\_\_
3. Home Address: \_\_\_\_\_  
Home County: \_\_\_\_\_  
Zoned School in Home County: \_\_\_\_\_
4. Home Phone Number: \_\_\_\_\_
5. Has your Child been enrolled in any Special Programs?     YES     NO  
If yes, please check which Special Program below:  
 ESE     504     Dropout     ESOL     MTSS    OTHER: \_\_\_\_\_
6. Did your child attend Bay District Schools for the 2023-2024 school year?     YES     NO
  - a. School Name: \_\_\_\_\_
  - b. Student Grade: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

1. Legal Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Are you employed with Bay District Schools?     YES     NO  
***If yes, please answer the question below:***
  - a. Parent/Guardian Workplace: \_\_\_\_\_
  - b. Position: \_\_\_\_\_
  - c. Is this position full time?     YES     NO
  - d. Length of time employed with Bay District Schools: \_\_\_\_\_

**NOTE:** Employment information will be verified with Bay District Schools Human Resources Office.

3. Are you active duty military? This does not include retired, civilian, or reserves:     YES     NO  
If yes, you **MUST** provide proof of your active duty military status. Accepted documents include copy of your military orders or a copy of your military I.D.

## SCHOOL CHOICE

Please make your school choice selections for the 2024-2025 year. Please list alternative schools as your 2<sup>nd</sup> and 3<sup>rd</sup> choices. In the event that your 1<sup>st</sup> choice is not available, we will check availability of alternate schools indicated.

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Please limit your explanation to the space provided:

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**BAY DISTRICT SCHOOLS**  
**2024-2025 Out-of-County Application**  
**BAY DISTRICT POLICIES AND PARENT/GUARDIAN AGREEMENTS**

Please note that you must read each section, below. By signing and submitting this application you are indicating that you have read, understand, and agree to each section.

Pursuant to Section 837.06, Florida Statutes (2008), whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree.

**Student Enrollment and Educational Decisions** (School Board Policy 7.102):

The term “Enrolling Parent” refers to the Parent/Guardian who has most recently enrolled the student in school.

***As the Enrolling Parent:***

- *I certify that I have physical custody of the student greater than 50% of the time.*
- *I understand that changes to the Parent Portal, including the contact list, can only be made by the Enrolling Parent.*
- ***I understand that I am responsible for updating the Parent Portal as soon as information changes.***
- *I understand that in the event both Parents cannot agree on an educational decision, regardless of their marital status, the Enrolling Parent, as reflected on the most recent update of the electronic registration, has final decision-making authority.*

**Purpose and Function of Transportation Program** (School Board Policy 6.301):

**Students Eligible for Transportation.** Any student who resides more than a reasonable walking distance is eligible to ride the school bus to and from that school, *except students authorized to attend school outside their normal attendance zone.*

- ***I understand that transportation is not provided for students attending school out-of-zone through the school choice process. I understand that if my school choice request is approved, I will be responsible for my child’s transportation to and from school.***

**Returning a Student to His/Her Home-Zoned School or County.** (Bay District Policy 7.103):

Prior to returning a student to his/her home zoned school or county because of nonattendance, discipline violations, or civil conduct violations, the principal shall notify the parents in writing of his/her decision.

- **Nonattendance.** If the attendance child study team and the principal have determined the student has established a pattern of nonattendance (defined as 5 absences or 5 tardies in 30 days, or 10 absences or 10 tardies in 90 days) and improvements are not made after strategies are implemented, the student may be returned to his/her home zoned school or his/her home county.
- **Discipline Violations.** If the child study team and the principal have determined that a student attending a school out of zone under the school choice program has documented, repeated acts in violation of the Code of Student Conduct and significant improvements are not being made, the student may be returned to his/her home zoned school or his/her home county.
- **Civil Conduct Violations.** If the principal has determined that a parent has documented repeated acts in violation of the Bay District School Board’s Civil Conduct Policy, the student may be returned to his/her home zoned school or his/her home county (School Board Policy 2.115).

Students returned to their home school or county for non-attendance, discipline violations, or civil conduct violations may not return to the out of zone school for the remainder of the current school year and all of the following school year.

- ***I understand that failure to comply with the terms and conditions regarding attendance, discipline, and civil conduct may result in the revocation of my child’s approved School Choice status. I understand that if my child’s School Choice status is revoked, my child will be returned to his/her home zoned school or county.***

*I have read, understand, and agree to each section, above. I agree to be legally bound by this Agreement's terms and conditions, and assert that I am authorized to enter into this Agreement.*

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

\_\_\_\_\_  
Date

<b>DISTRICT USE ONLY</b>
Date Received _____
Received By _____