



Julia Robinson Thorpe
Assistant Superintendent
Student Services

Date: April 13, 2011
To: HSD and SSD Staff
Re: Enrollment of Non-Resident Employees' Children
From: Julia Thorpe

According to the Hazelwood School District Board Policy (JECB), certified and regular employees may be allowed to send their non-resident children to the District without paying tuition. If you would like to apply for enrollment, you will need to complete the enrollment application and submit it to my office. This approval will only be granted to staff who receive HSD or SSD benefits.

If you were approved for enrollment this school year, you must notify me in writing if you are withdrawing your child for the upcoming school year. If I ***do not*** receive a letter, your child's enrollment for the 2011-12 school year will be continued. If you need further information, please contact my secretary, Susie Chochol at 314-953-5065.

All applications must be submitted to the Office of Student Services by May 2, 2011.



APPLICATION FOR ENROLLMENT FOR A CHILD OF A NON-RESIDENT EMPLOYEE

Employee Information

Employee Name: _____
 Address: _____ City: _____ Zip: _____ Last 4 digits of SSN#: _____
 District of Residence: _____
 Employee's Position: _____ Work Location: _____
 Home/Cell Phone Numbers: _____ Work Phone Number: _____
 Employed by: HSD SSD
 Will Student Require Special School District Services: Yes No If yes, please attach the IEP.

Student Information

<i>Student Name</i>	<i>Date of Birth</i>	<i>Grade</i>	<i>Requested School</i>	<i>School Assigned (for office use only)</i>

- ✓ This approval will only be granted to employees of HSD/SSD who receive benefits. If your employment status changes, your child will be allowed to remain until the end of that semester.
- ✓ If a child of a HSD/SSD employee requires special education services that ***are not*** currently implemented or based in the HSD, the child will be required to attend/return to his/her school district of residence.
- ✓ The Superintendent/Assistant Superintendent of Accountability shall determine the specific school assignment in accordance with Article 15 of the Teacher's Articles of Agreement.
- ✓ Transportation to and from school for the non-resident child is the responsibility of the employee.
- ✓ Non-resident children must comply with all rules, regulations and policies of the Hazelwood School District.
- ✓ This approval must not interfere with the employee's work schedule, availability for overtime and/or extra duty.
- ✓ This approval will be valid for one school year. Application shall be made annually to the Assistant Superintendent of Accountability.

I have read the above and agree to the terms

REQUESTED BY: _____ Date: _____
Employee's Signature

APPROVED BY: _____ Date: _____
Superintendent/Assistant Superintendent Signature