

**PROCEDURES FOR ADMISSION OF NON-RESIDENT STUDENTS**

These procedures provide guidelines that the Superintendent of Schools shall follow in making decisions about requests for admission by non-resident students, and should be used in considering requests for tuition attendance or permissible student transfers.

1. The Superintendent shall have the discretion to decide whether to admit any non-resident student based on criteria that may include, but not be limited to, academic record, discipline record, character, and any other criteria deemed relevant.
2. Admittance to RSU 19 shall have the same access to school programs as resident students, and are subject to the same policies and rules, except as otherwise limited by this policy.
3. Otherwise eligible non-resident students shall be admitted only if there is space and personnel available within existing programs or classes that the student would be attending, as described in paragraph 5. Decisions regarding the availability of space or personnel for non-resident students in school programs and classes will be made by the Superintendent or designee.
4. All requirements for enrollment in RSU 19 schools that apply to resident students (such as age, health examinations and immunization requirements) also apply to non-resident students.
5. The Superintendent shall admit non-resident students, including students with special needs, only if there is both space and staff available in current programs within RSU 19. When determining whether space is available, a program will be considered unavailable for non-resident students if 80% of the spaces in the program are filled. Staff members will be considered available to the student only if the staff member is serving no more than 80% of the case load determined to be appropriate for that staff member by the Special Education Director, and if the Special Education Director concludes that current staff can meet the needs of the child in question while still fully serving RSU 19 students. RSU 19 shall not create new programs or classrooms to serve non-resident students, shall not hire additional staff to serve those students, and shall not serve non-resident students in any educational program outside of RSU 19.
6. The Superintendent may deny or revoke the admission of a non-resident student if the Superintendent determines that the student cannot obtain an appropriate education in existing programs or classes at the school. In the case of students with disabilities, the Superintendent's decision will be made in consultation with, and after review of the determinations of the IEP or 504 Team, and in accordance with all applicable laws.

7. RSU 19 shall not furnish transportation for non-resident students except where the student can otherwise access normal bus runs offered by RSU 19.

Legal References: 20-A M.R.S.A. §§ 5203(1), 5204(1), 5801, 5804, 5805, 6001-B(3)