

Frankfort Independent Schools —
18-19 Non-Resident Student Application Form Checklist

Directions and Instructions

*Questions or concerns may be directed to a counselor
at either Frankfort High School or Second Street School*

Please Print or Type ALL Information. Complete ALL blanks that apply.

- It is important that ALL information is current, accurate and complete.
- Upon acceptance, information in the application is included as part of the school academic record.
- Double check all information prior to turning in the application.

Page 1 (definitions to help with completion of top row of application)

- Initial Applicant ~ First time enrolling in any school other than a home school.
- Transfer Applicant ~ Currently enrolled at public, private or parochial school
- School Type ~ Public School, Private School (includes Parochial, Christian), Home School

Personal and Family Information

 Personal Information

1. Full Legal Name
2. Social security number
3. Age
4. Date of birth
5. Immunization form
6. Kindergarten and 6th grade applicants also need a school physical
7. HIF (Free and Reduced Lunch Form) required of all students.

 Parent Information

1. Both Parent's/Guardian's Home and Work Numbers for emergency contact information
2. DO NOT COMPLETE ADDRESS information if it the same as students (write "SAME")

 References/Recommendations

1. One teacher at your current school (if home-school list a non-related personal acquaintance)
2. One personal reference who is not related

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School Participation and Academic Information Checklist

 Extracurricular Activity Participation

1. List the clubs/organizations in which you participated.
2. List the Sports in which you participated.

 Academic Information (Please attach from most recent or current school).

 Letter of Intent: Please attach a letter from the student and/or a letter from the parent stating the reasons it is important to attend Frankfort Independent Schools.

 Student/Parent Agreement

READ and SIGN the Student/Parent Agreement

Double check all application information for accuracy.

Staple all required documents to application in upper left-hand corner.

Failure to FULLY complete and submit all requested documentation may result in the application review being delayed.

Return the Completed Application and all related paper work to either
SECOND STREET SCHOOL – 509 W. SECOND STREET – FRANKFORT, KY 40601 or
FRANKFORT HIGH SCHOOL • 328 SHELBY STREET • FRANKFORT, KY 40601

The applicant will be notified of status within one week of submitting application.

Frankfort Independent Schools — Non-Resident Student Application Form

(page 1)

Please Print or Type ALL Information. Complete All blanks that apply.

Return the Completed Application: FRANKFORT HIGH SCHOOL - 328 SHELBY STREET – FRANKFORT, KY 40601 or
SECOND STREET SCHOOL – 509 W. SECOND STREET – FRANKFORT, KY 40601

____ First Enrollment in any school Transferring from: ____ Public School ____ Private School ____ Home School

Name of Current School: _____

Section I: Personal and Family Information

Personal Information:

(Legal) Name: _____ Gender: _____ Age: _____

DOB: ____/____/____ SSN: ____ - ____ - ____ Current Grade: _____

Address: _____

City/St/Zip: _____

Home Phone: () _____ - _____ E-mail: _____

Current Sibling Enrolled at Frankfort Ind.: Yes ____ No ____ Family Alumni: Yes ____ No ____

Parent Information:

Mother/Guardian Name: _____

Father/Guardian Name: _____

(Please complete Address/City/St/Zip information if different from student information above)

Address: _____

City/St/Zip: _____

Home Phone: () _____ - _____ E-mail: _____

Father Work Phone: () _____ - _____ E-mail: _____

Mother Work Phone: () _____ - _____ E-mail: _____

Employee of District: Yes No FHS Alumni: Yes ____ No ____

References/Recommendations:

Teacher or Principal (from current school) If homeschooled, a non-relative adult:

Mr./Ms.: _____ Home Phone: () _____ - _____

School: _____ Work Phone: () _____ - _____

Personal (non-related):

Mr./Ms.: _____ Home Phone: () _____ - _____

FOR OFFICE USE ONLY:

____ Application Complete ____ Application Incomplete

____ Enrollment Fee Paid

Application Received _____
(date)

Extracurricular Activity Participation:

Clubs: 1) _____ 2) _____
3) _____ 4) _____

Sports: 1) _____ 2) _____
3) _____ 4) _____

Academic Information Checklist (Please attach documents from the current/previous school):

- _____ *Grade Point Averages (Grades 6-12): Current transcript and/or the most recent report card.*
- _____ *Current Report Card (K-5)*
- _____ *Attendance profile from previous school.*
- _____ *Discipline report from previous school.*
- _____ *Test Scores: Please attach a photo copy of any test scores you believe may help in our review.*

Student/Parent Agreement

I understand the above application information to be a true and accurate reflection. Any information wrongly presented is grounds for non-admission or dismissal. I also understand the information above is to be used solely for admission to Frankfort Independent Schools and will not be shared with any other schools without written permission of the parents/guardian of the applicant or applicant's guardian.

Upon acceptance to the Frankfort Independent Schools, I understand that admission requires the completion of a contract stating the conditions to be met for continued enrollment. **I understand that enrollment can be revoked for low academic performance, discipline problems, or poor attendance.**

Student Signature: _____ Date: _____

Parents/Guardian Signature: _____ Date: _____

Frankfort Independent School — Non-Resident Student Contract

ADMISSION CONSIDERATIONS AND CONTRACT FOR ENROLLMENT

Non-resident students will be considered for acceptance into the Frankfort Independent school district if:

- The student has shown continuous progress during the current or previous academic year
- The student was not suspended/expelled from any school during the current or previous year
- The student did not miss more than 10 days (excused or unexcused) during the current or previous school year, or more than 5 days (excused or unexcused) during the current semester
- The class numbers in the grade they are hoping to enter has not reached the board established cap

At the end of each quarter non-resident student will meet with the principal's designee to review their progress as measured by the "Criteria for Good Standing". If the student is in good standing no other meeting will take place and a letter will be sent home. If, however, there are concerns, the student and family will meet with the tuition committee* to discuss next steps. Next steps could include a 9 week probationary period with a contract specific to the concerns of 'criteria for good standing', or if the concerns are serious enough the student may be asked to return to their home school.

Any violation of school rules can result in the immediate revocation of "good standing" status for the student.

No student, however, will be asked to return to their home district without a family/committee meeting.

Criteria for Good Standing

- No more than one (1) unexcused absence per quarter
- No more than three (3) unexcused tardies per quarter
- Passing all classes (one "F" will trigger a family/committee meeting)
- No more than 2 discipline referrals per quarter. (This should really be zero, but the district understands that there is an occasional bad day).

*The tuition committee is made up of "no fewer than" 2 teachers, 1 counselor, and 1 assistant principal at the individual schools. Decisions of the tuition committee can be appealed to the principal. Decisions of the principal can be appealed to the superintendent. Requests for appeals must be made in writing to the appropriate person.

I understand that non-resident student enrollment for _____ will be reviewed each quarter. I also understand that after the review, if _____ is found to no longer be in 'good standing' then s/he may be placed on probation or asked to leave Frankfort Independent Schools and return to his/her home district. I further understand that if _____ is in severe violation of school or district policy at any point then 'good standing' criteria may be revoked immediately which will result in a family/committee review. Finally, I understand that failure to participate in the family/committee review may result in immediate termination of student enrollment in the district that is not appealable.

Student Signature _____ **Date:** _____

Parent/Guardian _____ **Date:** _____

Committee Chair _____ **Date:** _____