

**APPLICATION FOR ADMISSION OF NONPUBLIC STUDENT
FOR PART-TIME ENROLLMENT**

Please complete a separate form for each child. Return completed form(s) to:
Westmoreland County Public Schools, Attn: Superintendent, 141 Opal Lane, Montross, VA 22520

PLEASE PRINT OR TYPE:

Request is being made for school year: _____

Name of Parent/Legal Guardian: _____

Physical Street Address (required): _____

Mailing Address (if different): _____

Phone Number: _____

Name of Child:	Date of Birth:	Grade Level:
Is child currently attending a private school? (Circle One) Yes No If yes, please provide the following:		
Private School Name: _____		
Private School Address: _____		
Private School Phone Number: _____		
Is child currently homeschooled? (Circle One) Yes No If yes, please provide the following:		
Name of Homeschooling Program: _____		
Name of the School You Are Applying for your Child to Attend: (Circle One)		
Washington & Lee High School	Washington District Elementary	
Montross Middle School	Cople Elementary	
Applicants may request enrollment in mathematics, science, English, history, social science, career & technical education, fine arts, foreign language, health education, or physical education courses. Applicants may also request participation in extracurricular or club activities. Requests will be considered in accordance with School Board Policy JECB.		
Please designate academic course(s) the child wishes to attend and each extracurricular or club activity in which the child wishes to participate on the reverse side. Please attach evidence (e.g., grade report or transcript) of successful completion of any prerequisite courses.		

NOTE: Applicants must apply for enrollment in a minimum of two courses. If the applicant also requests participation in an extracurricular or club activity, then he or she must request an additional course.

Please complete the following:

Name of First Course Requested (required):
Name of Second Course Requested (required):
Name of Third Course Requested (required if an extracurricular or club activity is requested):
Extracurricular or Club Activity Requested (optional):

Signature of Parent/Guardian

Date

Within 15 calendar days of receipt of the application (along with any accompanying documentation) the Superintendent, or his designee, will provide the applicant with written notification of the approval or denial of the request. If approval is granted, the following shall apply:

- The student shall comply with behavioral, disciplinary, attendance, and other rules applicable to all students, including rules governing the use of the division’s computers. If a student fails to comply, the school may withhold credit and/or terminate the student’s participation in addition to taking any disciplinary that would be taken against a full-time student for similar conduct.
- Students wishing to participate in a Virginia High School League (VHSL) governed activity shall satisfy the same or equivalent criteria for such activities that full-time students must satisfy, such as the VHSL “take five pass five” requirement. Students admitted under this policy shall participate in any try-out or selection process required for full-time students.
- The parents of the children for whom part-time admission is sought shall be responsible for the transportation of the child to and from school.
- Class ranking and grade-point-average shall not be computed for part-time private/homeschool students.

This section to be completed by the Superintendent or Superintendent’s Designee:

Course Request One: _____ APPROVED _____ DENIED

Course Request Two: _____ APPROVED _____ DENIED

Course Request Three: _____ APPROVED _____ DENIED _____ N/A

Extracurricular/Club Activity: _____ APPROVED _____ DENIED _____ N/A

Signature of Superintendent or Designee

Date

Adopted: October 17, 2016