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OUT OF ZONE/SPECIAL REQUEST APPLICATION Request for School Year: 2025-2026 Any approval is for the current school year only

Deadline to Submit - April 30, 2025

*If submitted after April 30, 2025 application may not be reviewed until after school begins in August.

If your circumstances change, you are required to notify the school immediately.

Additional documentation may be attached to this application.

If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student conduct, the decision will be final and there will be no right of appeal.

Under VHSL rules, subsequent student-requested transfers (or returning to a regular school of assignment) will generally result in 365 days of ineligibility unless there is an actual corresponding change of residence of the parents/guardians. Parents/guardians are responsible for understanding all potential consequences of changing schools by special permission.

eet Ad	dress:		City:	State:	
p:	Telephone Number:		E-mail ad	dress:	_
ıffolk	School currently	attending:			
ıdent: _		DOB:	25-26 Grade Level:	Requested School:	_
ıdent: _		DOB:	25-26 Grade Level:	Requested School:	
ıdent: _		DOB:	25-26 Grade Level:	Requested School:	_
ırrent l	Home Zoned School:	Elementary:	Middle:	High:	
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<u>SECTION C:</u> If you are using child care (<u>elem. students only</u>)- Please submit a Suffolk DMV I.D. and current utility bill (gas, water or electric) <u>OR</u> lease or mortgage statement for all addresses involved.

If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student conduct, the decision will be final and there will be no right of appeal.

Name of Child Care Provider:		In Zone		
Address:		Telephone Number:		
Childcare Provider's Signature	Date:	Parent/Guardian Signature	 Date	
Notary Public	 Date	Notary Public		
My commission expires:	?	My commission expires:)ate	
SEAL:		SEAL:		

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*Section D: Homelessness is defined as anyone, due to lack of housing, who lives: • In emergency transitional shelters

_	homeless				
	you and/or your family lack a fixed, ing situations:	, regular, and adequate	nighttim	e residence because of	any
☐ Temporar	rily staying in a shelter:				
	ncy name:				
□ Trans	sitional housing: Agency Name:				
	porarily staying with someone due to amily homeless. <u>A utility bill</u> (i.e. curr				
☐ Evici	tion – please attach copy of documen	etation			
\square Dom	nestic violence				
☐ Othe	er (explain)				
□ Tempore	arily living in a car, park, campgroun	nd, public space, abando	oned buila	ling, or substandard ho	using
□ Tempora	arily living in a motel or hotel due to	<u>loss</u> of housing or simil	ar reason		
	el/hotel receipt or copy of registration	n card			
☐ Mote	cumoter receipt or copy of registration	n cara			
	tify the name of the motel/hotel:				
☐ Iden ☐ Other: _ You are NO		ndance under Section L), Homele	essness, if you are livin	g with
☐ Iden. ☐ Other: *You are NO? relatives or ; You Must I certify that	tify the name of the motel/hotel: T eligible for out of zone school atterfriends and you have a fixed, regulated to the Proof of Reside the Statements herein are true, compay false, fictitious, fraudulent statements	ndance under Section L ir, and adequate nightti incy Enrollment For plete, and accurate to the nents or claims may subj	o, Homele me reside r <u>m</u> (pago ne best of ject me to	essness, if you are livin nce. STOP HERE e 5) my knowledge. I am	g with
☐ Iden. ☐ Other: *You are NO? relatives or ; You Must I certify that aware that an	tify the name of the motel/hotel: T eligible for out of zone school atterfriends and you have a fixed, regular Complete the Proof of Resider the statements herein are true, compay false, fictitious, fraudulent statemer	ndance under Section L ir, and adequate nightti incy Enrollment For plete, and accurate to the nents or claims may subj), Homele me reside r <u>m</u> (pago ne best of ject me to	essness, if you are living nce. STOP HERE e 5) my knowledge. I am o criminal, civil, or	g with

If approved, student attendance and discipline must remain in good standing or approval may be revoked. Should out of zone school attendance be revoked because of poor attendance or violations of the Code of Student conduct, the decision will be final and there will be no right of appeal.

Section E: Special Circumstances:	
pertify that the statements herein are true, complete, and a ware that any false, fictitious, fraudulent statements or classificative penalties.	
Parent/Guardian Signature	Date
Notary Public	Date
My Commission Expires: Date	SEAL:
ective July 1, 2006, House Bill 1222 was enacted by the Gen	eral Assembly of Virginia as stated below: the residency of a child, as determined by §22.1

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For Office Use Only				
Date Received:		Ticket #:		
Approved:	Disapproved:	Date:		
Comments:				
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Virginia Code Section 22.1-3 and School Board Policy Section 9-7.1 provide that public schools in each school division shall be free to each person of school age who <u>resides</u> within the school division. School Board Policy Section 9-2.1 also require students attend school in the designated attendance area in which they have legal <u>residence</u>, unless special permission is granted by the School Board, Superintendent or Student Services Review Committee to attend school out of zone. Suffolk Public Schools require proof of residency in order to attend Suffolk Public Schools on a non-tuition basis.

You may establish residency in the City of Suffolk by providing your DMV Identification card and

any of the following. Please check what applies to you and provide supporting documentation: A current utility bill (i.e. water, electric, gas) in YOUR name showing the City of Suffolk address. Please provide a copy of the utility bill. A current lease in YOUR name showing the City of Suffolk address. Please provide a copy of the lease. L Purchasing a home in the City of Suffolk Please provide a copy of the signed contract with the proposed closing date listed and/or mortgage. Living with a family member or friend for 30 days or more in the City of Suffolk and I consider this to be my fixed, regular, and adequate nighttime residence. Please provide a Virginia Driver's License or Division of Motor Vehicles Identification Card with the current Suffolk address for you and the homeowner. Also provide a current utility bill (gas, water or electric) **OR** lease or mortgage statement in the homeowner's name with the Suffolk address. Virginia Code Section 46.2-324 requires that you notify the Department of Motor Vehicles of any change in address within 30 days of having moved from the address appearing on your Driver's License. Please provide a copy of the updated Virginia Driver's License or Division of Motor Vehicles Identification Card with the Suffolk address. I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. Parent/Guardian Signature Date Notary Public Date

Effective July 1, 2006, House Bill 1222 was enacted by the General Assembly of Virginia as stated below: Any person who knowingly makes a false statement concerning the residency of a child, as determined by $\S22.1-3$, in particular school division or school attendance zone, for the purpose of (i) avoiding the tuition charges authorized by $\S22.1-5$ or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to $\S22.1-5$, for the time the student was enrolled in such school division.

Date

My commission expires:

SEAL: