



A Beacon for Learning and Leading

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Board of Education
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Kathryn Smith Chadwick, Vice Chair

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TO: Parent/Guardian
FROM: Richard Paylor, Superintendent
RE: Request for Student to Attend Carteret County Public Schools

An individual requesting that a student attend Carteret County Public Schools from out-of-county must return the following four documents at the time the request is submitted, or the request will not be processed:

1. Release letter from the superintendent of the county in which you reside;
2. Student Conduct Report Form filled out by appropriate school personnel (not parent) where student attended during his/her last school year;
3. Transcript or latest report card from school attended during his/her last school year; and
4. Request for Student to Attend Carteret County Public Schools Form completed by parent/legal guardian.
5. Proof of residency, such as a utility bill.

These documents must be completed each year.

These completed documents must be submitted to:

Anita Willis, Student Information Services
Carteret County Public Schools
107 Safrit Drive
Beaufort, NC 28516

Upon review by the Carteret County Board of Education, you will be notified of the decision by letter.

Accepted students must pay tuition. Tuition for the school year will be determined once the county budget is approved. Tuition varies from year to year. Upon written notification of approval, tuition is to be paid in full at the central office prior to the beginning of the school year or in two equal installments paid before the beginning of each semester. Tuition is to be paid by check or money order, made payable to Carteret County Public Schools.

Students having a parent employed by the Carteret County Public School System for at least 20 hours per week are eligible for a waiver of the tuition but are still required to complete the required documents.

MISSION

We will inspire, educate, and empower students for life through relationships, knowledge, and opportunity.



REQUEST FOR STUDENT TO ATTEND CARTERET COUNTY PUBLIC SCHOOLS

The superintendent has the responsibility to approve or deny requests for admission to the school system for students who do not meet the domicile or residence requirements outlined in Carteret County Board of Education Policy 4130.

Date of Request: _____

Name of Parent/Guardian (print legibly): _____

Residence Address: _____
_____ Zip: _____

Mailing Address if Different from Above: _____

Home Phone: _____ Work Phone: _____

County in which parent/legal is domiciled: _____

PRINT Name of Child (Complete separate sheet for each child):

First	Middle	Last	Date of Birth	Grade Level for _____ - _____	School Yr.	CCPS School requesting to attend
_____	_____	_____	_____	_____	_____	_____

Last School Attended: _____

State "hardship" reasons for request to attend Carteret County Schools (be specific/use backside if needed):

Signature of Parent/Guardian

Is parent an employee of Carteret County Public Schools? Yes No

Name of Employee _____ Position _____

Place of Work _____

(Name of School, School Bus Garage, Central Office, etc.)

.....
For Office Use Only: Do not write in this space.

Student Released by home administrative unit: Yes No

Conduct Report: Satisfactory Unsatisfactory Tuition Waived: Yes No

Transcript/Latest Report Card Attached: Yes No (Required for initial application only)

Superintendent Recommendation: Approved Denied

Signature/Date: _____/_____



STUDENT CONDUCT REPORT FOR OUT-OF-COUNTY STUDENT ADMISSION REQUEST

TO: Principal or Other Appropriate School Official

FROM: Mr. Richard L Paylor, Superintendent

SUBJECT: Student Conduct Report for Out-of-County Student Admission Request

The Superintendent is requesting that a student conduct report be submitted for any out-of-county student whose parents request admission into Carteret County Schools. Please complete the following report:

Full Name of Student: _____

Name of School: _____ Grade _____

Was student in good standing academically during the previous term? Yes No

Was student's conduct acceptable during the previous term? Yes No

If the conduct was not acceptable:

Was student suspended from school? Yes No

If yes, for how many days? _____

For what reason(s)? _____

Was student sent to In-School Suspension? Yes No

If yes, for how many days? _____

For what reason(s)? _____

Signature of School Official

Position of School Official

Date

School Phone Number