

NON-RESIDENT APPLICATION

A Non-Resident Student is a minor seeking enrollment without their parent or legal guardian. It is the Policy of Provo City School District to admit non-resident students where individual circumstances warrant. **see Utah Code Section 53A-2-205.**

CONTACT INFORMATION
Liz M Robles

STUDENT SERVICES

280 W 940 N
PROVO UT
84604

It shall be the intent of the district where the non-resident student is from out of state, to charge tuition established by Utah State Office of Education. Tuition or the Public Education full per capita cost for 1 school year is **\$10,000.00** for 2024-2025. This tuition must be paid before enrollment and does not include any school fees.

All documents must be received in our office for a committee review to apply as a non-resident or to seek a legal guardian through the Utah courts. Expect 10 days for the committee to review the documents. Students **MAY NOT** enroll until they receive approval from Student Services in the Provo City School District.

Non-resident status does not apply if you are 18 years or older

Office:
801.374.4838
Phone:
801-370-4640
Text:
385-309-1064
FAX
801.374.4985
Email:
lizm@provo.edu

www.provo.edu

Required Items

- ***Notarized letter from parent** Explain why the student is not with parent. Any misrepresentation will be cause for denial and/or expulsion.
- ***Local law enforcement information** from where the child has lived the past 2 years. Only for students that are 11 years or older, *(form included)*
- ***School information.** *(form included)*
From the previous school of attendance
- ***Durable Power of Attorney** *(form included)*
Must be Notarized
- ***Application for Admission** *(form included)*
One application per student
- ***Student Agreement** *(form included)*
- ***Transcript** for High School age students only.
- *Depending on the case, we may request additional documentation
Court appointment documents and/or tuition payment.

A local responsible adult may request to become the legal guardian of the minor through the Utah Courts. If Guardianship is granted, the minor may enroll without paying out of state tuition.

This does not apply for students seeking enrollment through an exchange program or a student visa. For questions regarding *International Admissions please use the Foreign Student (Non-Immigrant) I-20 Application Form found at Provo.edu/Student-Services*

STEP-BY STEP Process to request Legal Guardianship

Things to note...

Step 1a. Parent sign and submit the release of local law enforcement forms for students age 12 and older, where the minor has resided for the past 2 years. This is a request for a Background Check

E-mail copy of this form is available. Agencies may fax their response if they submit it on their letterhead. Background check is not needed for 11 year olds and younger.

Step 1b. Parent sign and submit the authorization for release of school information forms where the student has attended for the past 2 years. This is a request for School Information

E-mail copy of this form is available. Agencies may fax their response if they submit it on their letterhead.

Step 2. Local Responsible Adult - starts guardianship process with the courts or visit the web site for the Utah courts
<http://www.utcourts.gov/ocap/>

Enter the required information. Print packet (20-30 pages containing various documents and affidavits)

Step 3. Submit court documents to the 4th District Court at 125 North 100 West Provo, UT 84601

A court fee of approximately \$400.00 for the process

Step 4. Provide our office the following items:

1. Notarized letter from parent
2. Application for Admission
3. Durable Power of Attorney
4. Affidavit of Waiver by School District from court packet
5. Proof of filing for guardianship with the Utah courts

The AFFIDAVIT is in the guardianship packet from court. We will be able to fill out this affidavit after receiving

1. the notarized letter from parents,
2. the release of local law enforcement and
3. the authorization for release of school information from each agency.

You may use the receipt from the court fees as proof

ALSO, provide the Open Enrollment Form if the student is choosing to attend out of area

The committee will review your request. Once approved you will receive a letter that will provide you with information as to how to enroll in school. If you're required to pay Out of State Tuition, you'll receive an Invoice. Upon payment, an approval letter will be issued.

This may take up to 2 -10 days. Our office must receive the background check (if applicable), School Reports, and Items 1-6 in Step 5 in order to process your request.

Step 5. If required, pay the Out of State Tuition.

Cash, money order or cc-Visa and MC only
On-line at www.myschoolfees.com or visit our office.

Step 6. Upon receipt of the acceptance letter you may submit the following to the school.

- Approval Letter from Provo School District
- Birth Certificate
- Immunization Records
- Proof of Address for the Local Responsible Adult

Other items to consider:

- TB test if entering the US within the last 6 months. Call the Utah County Health Department at: 801-851-7029 for information
- Transcript (for High School aged students only)
- School Fees

Non-Resident Student Application for Admission

Today's Date: _____

STUDENTS INFORMATION

Last Name _____ First _____ Middle _____

Gender M F Date of Birth _____ Age _____ Last Grade Completed _____

Last School Attended(Name, City, State) _____

Desired School _____ Grade _____

Has this student ever been suspended or expelled from any school? Yes No

Has this student had any involvement with the Juvenile Court system? Yes No

If the student is of High School age, are they on track for graduation? Yes No

Would you consider your student an exchange student or a visa student? Yes No

Is this arrangement due to the loss of housing or economic hardship? Yes No

What services has the student received previously, such as resource, speech, IEP, self-contained, 504?

LOCAL RESPONSIBLE ADULT WITH WHOM MINOR WILL RESIDE WITH IN PROVO

Names _____

Relationship to Student _____

Address _____ City, St, Zip _____

Phone No. _____ e-mail _____

PARENT(S)/LEGAL GUARDIAN'S INFORMATION

Name(s): _____ Relationship to the Student: _____

Address _____ City, St, Zip _____

Phone No. _____ e-mail _____

Reasons why the student is not with parent / for requesting to attend Provo City:

Signature: _____ Date : _____

Durable Power of Attorney (Under U.C.A. § 53A-2-201)
THIS POWER OF ATTORNEY DOES NOT CONFER LEGAL GUARDIANSHIP

I, _____ undersigned Grantor(s) is the custodial parent(s) or legal guardian(s) of (student's name) _____ a minor child. Pursuant to Subsection 53A-2-201 (3), Utah Code 1995, Grantor(s) hereby designates: (local responsible adult) _____

living at (address) _____ as the Custodian(s) of the Student, and grants to said Custodian(s) a Durable Power of Attorney with full authority to take any appropriate action in the interest of the Student, **including authorization for education or medical services**. Such action shall have the same force and effect, and shall bind the undersigned Grantor(s), their heirs and assigns, to the same degree as would have been the case had the action been taken by the Grantor(s). Both the party granting and the party empowered by the power of attorney agree to assume full responsibility for payment of any fees or other charges relating to the student's education in Provo City School District. If eligibility for fee waivers is claimed under § 53A-12-103, both parties agree to provide all financial information requested by the school district in determining eligibility for fee waivers. The Durable Power of Attorney shall not be affected by the disability of the principal and shall remain in effect until the earliest of the following:

The Student reaches the age of 18, marries, or is emancipated;

The following date: _____;

This Durable Power of Attorney is revoked or rendered inoperative by the Grantor(s), Custodian(s), or court of law.

GRANTOR(S) (custodial parents):

SIGNATURE (parent)

SIGNATURE (parent)

On this _____ day of _____, 20_____, _____ personally appeared before me personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed, and acknowledged to me that (s)he signed it voluntarily for its stated purpose.

NOTARY PUBLIC

CUSTODIAN(S) (local responsible adults)

I, _____

undersigned, accepts the designation as Custodian(s) of _____

whose relationship to the Student is _____, and agrees to take all action necessary for the health and welfare of the student, including authorization for educational or medical services and full cooperation with the public school district where the student may be enrolled. The undersigned also agrees to assume responsibility for any fees and other charges relating to the Student's education in the district for the purpose determining eligibility for fee waivers.

SIGNATURE

SIGNATURE

On this _____ day of _____, 20_____, _____ personally appeared before me personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed, and acknowledged to me that (s)he signed it voluntarily for its stated purpose.

NOTARY PUBLIC

RELEASE OF LOCAL LAW ENFORCEMENT/JUVENILE COURT INFORMATION

UTAH CODE: 75-5-206. Local police check for students age 12 or older,

to be completed by local law enforcement where child has resided for the **past two years**:

TO BE DONE BY THE PARENT(S)

As parent of _____ DOB _____,

I/we authorize the local law enforcement/juvenile agency of the state of _____, in which the student has resided for the past two years, to release information to Provo School District Student Services Department. It is understood that these records will be used as part of the application process for school admission. These records are for the use of Provo School District professional staff only and will not be transferred to any other person except as permitted by law.

Parent's Signature _____ Date _____ Parent's Signature _____ Date _____

TO BE DONE BY THE AGENCY

Minor's Name _____ Date of Birth _____

HAS NOT had any criminal charges filed against him(her), AND/OR HAS NOT been the subject of a criminal investigation within the past two years.

HAS had criminal charges filed against him(her), AND/OR HAS been the subject of a criminal investigation in the past two years.

Comments: _____

OFFICER (print name)

Signature

Police Department or Juvenile Court: _____

Phone: () _____

Address: _____

City, State, Zip: _____

Completed form MUST BE SENT to:
Provo School District Attn: Student Services
280 West 940 North Provo UT 84604
Phone: (801) 374-4838 Fax: (801) 374-4985

A FAXED STATEMENT ON AGENCY LETTERHEAD MAY BE USED IN PLACE OF THIS FORM

AUTHORIZATION FOR RELEASE OF SCHOOL INFORMATION

TO BE FILLED BY PARENTS

As parent of (name of student) _____
DOB _____, I authorize the school listed below to release information to Provo City School District, Student Services Department. I authorize the release of incident reports, school records for class and grade placement, and confidential special education records (please attach copies). It is understood that these records will be used as part of the application process for entry into Provo City School District schools. These records are for the use of Provo City School District professional staff only and will not be transferred to any other person except as permitted by law.

Parent(s) Signature _____ Date _____

School _____

Address _____ City, State, Zip _____

Phone () _____ Fax () _____

Information to be completed by a designated school official (counselor, principal, assistant principal)

Has the student been suspended or expelled from school in the past 2 years?

Yes, how long for? _____

No

If yes, please explain _____

Does the student have truancy issues? Yes

No

If yes, please explain _____

Has the student had any Safe School violations in the past 2 years? Yes

No

If yes, please explain _____

Is the student on track for graduation? Yes

No

If not, please explain _____

5. Does the student have a Special Education Classification? Yes No

Please list any special services the student has received, i.e. Resource, Speech, Self-Contained, etc.

Completed form MUST BE SENT DIRECTLY to:
Provo City School District Attn: Student Services
280 West 940 North Provo UT 84604
Phone: (801) 374-4838 Fax: (801) 374-4985

A FAXED STATEMENT ON SCHOOL LETTERHEAD MAY BE USED IN PLACE OF THIS FORM