

NONRESIDENT STUDENT ENROLLMENT CAPACITY

Per K.S.A [72-3123](#), [72-3124](#), and [72-3126](#), before May 1st of each year, the superintendent of schools or designee will develop and submit a recommendation to the board of education declaring the projected enrollment and number of open seats available to nonresident students. By June 1 of each year, the district will publish on its website, at a minimum, the number of students expected to attend the district in the next school year and the number of open seats available to nonresident students. Included in this report are recommended actions the board of education is asked to take to fulfill such statutory requirement.

USD 399 will have the capacity to accept nonresident students for the 2026-2027 school year. Based on the projected enrollment and capacity to operate effectively, USD 399 will accept nonresident students as outlined in the table below. The district process for selection is outlined below. Students living outside of the USD 399 boundary must formally apply for nonresident enrollment and use the application linked below which will be available on or before June 1, 2026. The completed application must be received by no later than June 15, 2026. Applications may also be picked up and returned to the USD 399 District Office at 710 5th St, Natoma, KS 67651. All questions about nonresident enrollment shall be directed to Bill Bagshaw, Superintendent, 785-640-1875, or bbagshaw@natoma-usd399.net.

SELECTION PROCESS

- By May 1 - District determined availability.
- By May 31 - Building administrators will notify parents of students not in good standing to return.
- By June 1 - District capacity will be posted on the website.
- **Nonresident Application Forms made available and accepted between June 1 - June 15.**

If capacity numbers are not met, the district may consider enrollment of nonresident students after July 15th.

Between July 1st and July 15th of each year:

1. The superintendent or representative will sort and select nonresident student applications that match the approved and published open seats available in the district.
2. The superintendent or representative will ensure that the names of each nonresident applicant are entered into a lottery and selected randomly.
3. All students entered into the lottery will be selected and listed in order of selection.
4. The superintendent or designee will review and confirm each student selected qualifies for nonresident enrollment.
5. Each student selected for enrollment will be placed in a school as determined by the superintendent or designee.

6. The parent or guardian of each student selected for enrollment will be notified of their acceptance as nonresident students and of the school placement.
7. The parent or guardian must acknowledge receipt of acceptance and student placement within five (5) business days from the notification or the nonresident enrollment will be denied.
8. The superintendent or designee will confirm all approved open seats have been filled by nonresident students.
9. Applicants not selected for nonresident enrollment will be notified and provided reason for nonselection. The district may maintain a "waiting list" of nonresident students who were not selected for enrollment but may be eligible for a seat if one becomes available.
 - o Nonresident students whose parent is an employee of the district or whose sibling is currently attending will be given priority and not be entered into the lottery as long as there is capacity.

All eligible nonresident students who completed the application process following the district's guidelines will be accepted as students if capacity exists and if they are not currently suspended or expelled from their current school district. Districts may contact students and their families during the lottery process to confirm enrollment location and confirm acceptance. The nonresident student's current district may be required to confirm good standing prior to acceptance.

2026-2027 Enrollment Projections and Capacities					
		Projected Enrollment	Max Capacity	Enrollment Capacity	
Grade Level	PK	10	20	10	Natoma Elementary School
	K	6			
	1	14	20	6	
	2	7	20	14	
	3	6	20	11	
	4	9	20	11	
	5	10	20	13	Natoma High School
	6	7	17	10	
	7	8	20	9	
	8	9	20	11	
	9	6	20	14	
	10	9	20	11	
11	13	20	14		
12	10	20	13		

U.S.D. 399 Application for Nonresident Student Enrollment

The U.S.D. 399 Board of Education has determined the capacity available in each grade level in each school building of the school district (hereafter “district”) for the upcoming school year.

The number of open seats available to nonresident students in each grade level for each school building can be found on the district’s website at www.usd399.com

This application must be submitted to the district at 710 5th Street, Natoma, KS 67651 between January 1 and June 15, 2026.

STUDENT AND GRADE INFORMATION

Name of Student (hereafter “applicant”):

School Level: Elementary _____ Middle/Junior High _____ High School _____

Grade Level: _____

Priority Enrollment Criteria Questions

1. Is applicant experiencing homelessness?
Yes ___ No ___
 - a. If applicant is currently experiencing homelessness, in which school and school district did applicant last attend school?

2. Is applicant a child who is in the custody of the Department of Children and Families and living in the home of a nonresident student who attends school in the district?
Yes ___ No ___

3. Does applicant have a parent or person acting as a parent who is employed by the district?
Yes ___ No ___

4. Does applicant have a sibling who is enrolled in and attending a school in the district or who has been accepted to enroll and attend school in the district?

Yes ___ No ___

5. Is applicant a military student, as defined by K.S.A. 72-5139?

Yes ___ No ___

6. Is applicant a Kansas resident?

Yes ___ No ___

Good Standing Determination Questions

1. Did applicant maintain at least a 90% school attendance rate in the last school year, excluding absences which were excused under the school's attendance policy?

Yes ___ No ___

2. Is applicant under a period of suspension or expulsion from any school district?

Yes ___ No ___

- a. If so, when does the period of suspension or expulsion expire?

3. Has applicant had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan?

Yes ___ No ___

4. Has applicant been given a long-term suspension or expulsion by a school district in the current school year?

Yes ___ No ___

PARENT/GUARDIAN AND STUDENT CONTACT INFORMATION

Name of Parent(s)/Guardian(s) of the Applicant:

Physical/Residential Address of the Applicant:

Mailing Address of Applicant (if different from the Physical/Residential Address):

Mailing Address of Parent(s)/Guardian(s) (if different from the Mailing Address of the Applicant)''

Parent/Guardian or Adult or Emancipated Applicant Telephone Number: _____

Parent/Guardian or Adult or Emancipated Applicant Email Address: _____

Parent/Guardian and Applicant understand and acknowledge the following:

1. If the number of applications for the grade level and school building referenced herein is less than the number of available seats for that grade level in the school building, an eligible nonresident student deemed in good standing will be accepted for enrollment and attendance at the school district for the 2026-2027 school year and will be permitted to continue enrollment and attendance in the district, unless such student is no longer deemed by district administration to be in good standing.
2. If the number of applications for a grade level in a school building referenced above is greater than the number of available seats for the grade level in the school building, district administration shall accept students in good standing based on priority enrollment status first. If capacity remains after accepting priority enrollment students, the administration will randomly select nonresident student applicants deemed to be in good standing for enrollment using a confidential lottery process that will be completed on or before July 15 of each year.
3. If applicant is not a resident of Kansas, enrollment may only be considered if applicant's parent or person acting as a parent is an employee of the district, applicant is a homeless student and this is the applicant's district of origin, or if capacity remains after the district has completed its nonresident selection process, the student is in good standing, and district administration opts to allow out-of-state students to enroll.

4. If applicant is not accepted for or is denied enrollment at the district, the district will provide notice to the parent or person acting as a parent of the nonresident student or the adult or emancipated applicant of the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30 of each year.
5. If there is no capacity at the applicant's preferred school, and the application states enrollment in a school other than the preferred school will be denied, the district will deny the application due to lack of capacity.
6. If the application is accepted, applicant's enrollment may be discontinued if it is discovered applicant or applicant's parent or person acting as a parent provided false or fraudulent information in the application process.
7. The district shall not be required to provide transportation to nonresident students unless otherwise required to do so by applicable law.
8. If accepted to enroll in school in the district, applicant shall not be exempt from the requirements of the Kansas State High School Activities Association (hereafter "KSHSAA") regarding eligibility to participate in KSHSAA activities.
9. This application process and the board policy authorizing it does not apply to any virtual school run by the district or any school located on a military installation.

By signing below, I attest that all information provided in this application is true and accurate, to the best of my knowledge.

Parent/Guardian Signature

Applicant Signature

Date Application Received: _____

Administrative Determination and Reasoning:

- Approved (applicant is a homeless student either residing in district or for whom the district is the school of origin [Priority Enrollment Criteria Question 1])
- Approved (applicant meets Priority Enrollment Criteria regardless of capacity and is in good standing [Priority Enrollment Criteria Question 2 or 3])
- Approved (applicant meets Priority Enrollment Criteria, is in good standing, and capacity is available [Priority Enrollment Criteria Question 4 or 5])
- Approved (capacity is greater than number of applications, and applicant is in good standing)
- Approved (capacity is less than number of applications, applicant is in good standing, and applicant was randomly selected in lottery)
- Denied due to lack of capacity
- Denied due to ineligibility to attend school in Kansas pursuant to K.S.A 72-3118 (age of eligibility)
- Denied due to lack of good standing
- Denied due to residency outside of the state of Kansas