

200-AR

Commodore Perry
School District

Administrative Regulation

200-AR. ENROLLMENT OF STUDENT

Students are considered school age from the time they are admitted to a public school until graduation from high school or age twenty-one (21).

School age students entitled to enrollment in district schools include:

1. Student residing with parent(s) who is a district resident(s).
2. Nonresident student living with a district resident who is supporting the student gratis.
3. Nonresident student living in a facility or institution.
4. Nonresident student living in a foster home.
5. Homeless student.
6. Emancipated minor residing in the district.

When the required enrollment documentation is provided, the school staff will enroll the eligible student and permit him/her to attend school on the next school day after the student is presented for enrollment, but no later than five (5) business days after application.

Required Enrollment Documents

Except for a homeless student, when a student of school age is presented to any district school for enrollment, school staff will require the following documentation before enrolling the student and permitting him/her to attend school:

1. Proof of the student's age -- acceptable documentation includes one (1) of the following:
 - a. Birth certificate.
 - b. Notarized copy of birth certificate.
 - c. Baptismal certificate.
 - d. Copy of the record of baptism, notarized or duly certified and showing date of birth.
 - e. Notarized statement from the parents/guardians or relative indicating date of birth.
 - f. Valid passport.
 - g. Prior school record indicating date of birth.
2. Immunizations required by law -- acceptable documentation includes:
 - a. Student's immunization record.
 - b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered.

- c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow.
3. Proof of residency -- acceptable documentation includes two (2) of the following:
 - a. Deed.
 - b. Lease.
 - c. Current utility bill.
 - d. Current credit card bill.
 - e. Property tax bill.
 - f. Department of Transportation driver's license or identification card.
 - g. Vehicle registration.
4. Parent Registration Statement -- a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, as required by law.
5. Home Language Survey -- for all students enrolling in a school for the first time.

Documents That May Be Requested But Not As A Condition Of Enrollment

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

1. Picture identification.
2. Health or physical examination records.
3. Academic records.
4. Attendance records.
5. Individualized Education Program.
6. Special education records.
7. Completed physical examination.
8. Completed Registration Form.

Documents That Will Not Be Requested

School staff will not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent.
4. Agency records.
5. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.
6. Student's immigration status.

Special Enrollment Considerations

District staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

Twins and higher order multiple siblings will be enrolled in the same manner as other students.

The district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the district can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense. If a student has been expelled from the previous district for reasons other than a weapons offense, the district will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the district.

Students and families with Limited English Proficiency must be provided translation and interpretation services to the extent needed for them to understand the enrollment process and promptly enroll the student.

School staff will enroll a student no later than five (5) business days, regardless of receipt of student records from the prior school entity.

Requests For Student Records

Upon enrollment of a student, school staff will contact the student's prior school for a copy of the student's educational records. The prior district, if within Pennsylvania, is required to forward the records within ten (10) business days of the date of request.

When a student transfers from a Pennsylvania school entity, school staff will contact the sending school for a certified copy of the student's disciplinary record. The prior district is required to forward the certified copy within ten (10) business days of the request.

Health records must be transferred from all public and private schools, upon the request of the building principal or designee.

Students Enrolling Without Prior School Records

If a student is presented for enrollment without prior school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for a student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the building principal, in consultation with the appropriate teacher(s), will promptly evaluate the student and determine the appropriate grade and/or course for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the School Board for district students.

The student and parent/guardian will be informed in writing of the results of the evaluation and the student's placement. The district's Strategic Plan will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

Change of Address

When a student or parent/guardian notifies the school of a change of address within the district's boundaries, the parent/guardian will be required to bring proof residence to the school. The documentation accepted as proof should be noted and a copy of the document retained.

Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the building principal.

The individual or the school district may send written follow up to the Department of Education School Services Unit.