

<b>Category:</b> <b>8000 - Students</b>	<b>Policy Number:</b> <b>8100</b>
<b>Policy Title:</b> <b>Admissions Registration Requirements</b>	<b>Effective Date:</b> <b>March 16, 2011</b>

The District shall enroll all children between the ages of five and twenty-one seeking admission who live in the district and who meet admission requirements. Enrollment decisions should be made in the best educational interest of the child.

Registration Requirements

A registration form must be completed for each child by a parent or legal guardian. Documentation for proof of age and immunization will be required. The District is also required to track gender, ethnicity and race information to qualify for federal programs. The parent/guardian shall promptly notify the school of any change of address, phone number(s) and other contact information. Schools shall ensure that change of address and emergency contact information is promptly entered into PowerSchool, the District's system of record.

Enrollment of Pre-School and Special Education Program Students

Eligibility criteria for preschool and special education programs and related services shall be determined under Public Law 94-142 and subsequent amendments there to, and under applicable state and federal regulations. "School age" will begin at the age of three (3) and continue through the semester of school in which the student attains the age of twenty-one (21) years. Where a student with disabilities seeks to enroll, the school must immediately enroll that child.

Enrollment of English Language Learners (ELL), also known as Limited English Proficient Students

The parent/guardian of all new students enrolling for the first time and all reenrolling students who have not attended for one year or more must complete a Home Language Survey (HLS) [found on registration form] at time of enrollment. This will help to determine eligibility to receive bilingual education services. ELLs who also have an IEP will be provided both bilingual education services as well as services required under their IEP.

Enrollment of Homeless Children

No school shall deny or delay transfer of any homeless child or youth who is unable to produce their birth certificates, educational records, medical records, and/or proof of immunizations. The receiving school will enroll the child and then immediately contact the school last attended by the child to obtain the appropriate transfer documentation including academic, medical and/or other records. Nothing shall prohibit a school from requiring parents or guardians of a homeless child to submit an address or such other contact information as the school may require from parents or guardians of permanently housed children.

Proof of Guardianship or Custodianship

Adults acting in the role of guardian or custodian may enroll a child upon providing proof of guardianship or custodianship which may include the following: 1) a valid court order; 2) the most recent tax return naming the child as a dependant; 3) health insurance coverage for the child; 4) any public aid document covering the child; or 5) appropriate documents authorizing or establishing custodianship. Adults acting in the role of temporary custodian to a child due to circumstances involving the parents, legal guardians or child may enroll a student with applicable documentation of residence and status as temporary custodian, which may include a notarized letter from the parent authorizing the temporary custody and the reason. Students from outside the district may not, for the sole purpose of enrolling in a district school, live with adults who are not their parents or legal guardians. An Open Enrollment Application with a notarized Parent/Guardian Authorization form must be completed and approved in this situation before a student will be registered.

Open Enrollment Students

The Parent/Guardian of any student applying for admittance to Snake River School District under the open enrollment law will be required to apply annually by submitting the following: 1) Open Enrollment Application (8150f1); 2) Release of Records and Discipline Information Form (8150f2); and, if applicable, 3) Notarized Authorization from Parent/Guardian (8150f3). A pupil under suspension or expulsion shall be ineligible for the provisions of the Open Enrollment option.

References:

- Form 8100F – Registration Form
- Policy 8101, "Immunization Requirements"
- Form 8101F, "Certificate of Exemption"
- Policy 8102, "Legal Residence"
- Policy 8103, "Proof of Age and Identification"
- Form 8103F, "Affidavit of Birth (in lieu of birth certificate) Form"
- Policy 8108, "Student Transfers"
- Policy 8120, "Dual Enrollment"
- Policy 8125, "Foreign Exchange Students"
- Policy 8140, "Homeless Students"
- Policy 8150, "Open Enrollment" (with Forms)