

Enrollment and Registration Requirements and Verification of Student Residency

Purpose

The Board recognizes its obligation to enroll school age students eligible to attend District schools, in accordance with applicable law.

Definitions

School age shall be defined in the accompanying regulation.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

Residency Eligibility

A school age child is entitled to attend the public schools of the child's district of residence. Unless specifically permitted by Board Policy or federal or state law, only those students who are residents of the District may attend District schools. All other students ("non-resident students") are prohibited from attending District schools.

When a child's parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If a parent/guardian enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent/guardian to provide a copy of the order or agreement.

If the parents/guardians have joint custody and time is evenly divided, the parents/guardians may choose which of the two school districts the child will enroll for the school year.

If the child is an emancipated minor, the district of residence is the one in which the child is then living.

Enrollment Procedures

School age resident students and eligible non-resident students, as outlined in Board Policy and Administrative Regulation 5116, shall be entitled to attend District schools.

The District shall not enroll a student until the parent/guardian has submitted acceptable proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations.

The District shall administer a Home Language Survey to all students enrolling in District schools for the first time.

The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application. The District has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied the District with the documents required as a prerequisite to enrollment.

The District shall immediately enroll identified homeless students as required by law, even if the student or parent/guardian is unable to produce the required documents.

The District shall not inquire about the immigration status of a student as part of the enrollment process.

Consequences of Attendance in Violation of Policy

Parents/guardians of students who become non-resident students after having formerly been residents must disenroll their children or risk being held liable for tuition and other consequences unless the student otherwise qualifies to attend District schools under another Board Policy or applicable law.

The Board may remove from school attendance a non-resident student in accordance with the due process requirements of applicable law. Parents, guardians and others who facilitate violation of this Policy or the accompanying Administrative Regulation may also be reported to law enforcement and assessed tuition.

Prior to accepting a student for enrollment, the Administration will require proof of residency and other information as set forth in the accompanying Administrative Regulation.

The Board authorizes the Administration, at any time, to require verification of continued residency from parents, guardians, or other adults with whom District students are residing where the District reasonably suspects that a student may not be legally residing in the District.

Cross reference: Policy No. 5112 Orientation Program for Students
Policy No. 5115 School Attendance Areas
Policy No. 5116 Non-resident Students – Enrollment Eligibility
Policy No. 5455 Homeless Students

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