

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Review
Adopted	November 8, 2005
Last Revised	June 9, 2020
Last Reviewed	January 29, 2024

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[1][2][3][4]

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[1][5]

District of residence shall be defined as the school district in which a student's parents/guardians reside.[2][3]

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][6]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations **except as follows**:[1][2][3][10][11][12][13]:

1. *Students Experiencing Educational Instability -*

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with law, regulation and Board policy.[5][14]

2. *Children of Active Duty Military Families -*

The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[6][15][16]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][11]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3].

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and **administrative regulations** shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[13]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

1. 24 P.S. 1301

2. 24 P.S. 1302

3. 22 PA Code 11.11

4. 22 PA Code 11.41

5. 22 PA Code 11.12

6. 22 PA Code 12.1

7. 24 P.S. 1303a

8. 24 P.S. 1304-A

9. Pol. 203

10. Pol. 216.1

11. Pol. 138

12. Pol. 251

13. Pol. 202

Pol. 201

Wellsboro Area School District

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

200-AR-0. ENROLLMENT OF STUDENTS

Students are considered school age and are entitled to attend district schools from the time they are admitted to a public school until graduation from high school or the end of the school year in which they turn age twenty-one (21).

When a student of school age is presented to any district school for enrollment, school staff will require the following documentation:

1. Proof of the student's age – acceptable documentation includes one (1) of the following: birth certificate; baptismal certificate; transcript of the record of baptism duly certified and showing the date of birth; notarized statement from the parents/guardians indicating date of birth; a valid passport; or a prior school record indicating the date of birth.
2. Immunization record with dates or assurance from the former school district or a medical office that the required immunizations have been completed or a required series has begun, with a record to be sent. Written statements are required for religious and medical exemptions.
3. Proof of residency – acceptable documentation includes two (2) of the following: PA driver's license or identification card; PA vehicle registration; deed; mortgage agreement; rent payment receipts or lease; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee's address; and current voter registration.
4. Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, violence **or conviction or adjudication for sexual assault against a student in the same school**, as required by the Pennsylvania School Code.

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 or other special education records.
6. Registration form.

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/**guardian**.
4. Student's immigration status.
5. Agency records.
6. 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.

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

The district will normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

Upon enrollment of a student, school staff will contact the student's former school for a copy of the student's education records and disciplinary record, if any. If the school is within Pennsylvania, the disciplinary record should be sent within ten (10) business days.

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 **or conviction or adjudication for sexual assault against a person in the same school**. If a student has been expelled from the previous district for reasons other than a weapons offense **or conviction or adjudication for sexual assault against a person in the same school**, 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.

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

The district will administer the home language survey to all students enrolling in the district for the first time.

The building principal will report to the Superintendent or designee the name of any student attempting to enroll who does not present the required documentation.

Students Enrolling Without Previous School Records

If a student is presented for enrollment without previous school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for 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 staff, will promptly evaluate the student and determine the appropriate grade and/or courses 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 Board for district students.

The student and parents/guardians will be informed in writing of the results of the evaluation and the student's placement. The Board's adopted **graduation requirements** and planned instruction 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 of residence to the school.

A new student registration form will be filled out with the student's name, date of birth, new address, telephone number, school attending and grade.

The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

Enrollment Complaints

If a dispute involving enrollment arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy. (Pol. 906)

Enrollment disputes regarding students experiencing homelessness, foster care and other educational instability will be handled in accordance with Board policy. (Pol. 251)

Complaints to the PA Department of Education (PDE) –

When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the school district may bring the dispute to the attention of PDE's School Services Office. A complaint may be filed by mail, email or by phone with written follow-up. After receipt of a complaint, a PDE representative will contact the school district,

family or other involved parties to determine the facts, whether the child is entitled to enrollment in the district and to try to resolve the problem. These contacts, whenever possible, will occur within five (5) school days of receipt of the complaint.

NOTE: Check with 202 document proof.

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

Wellsboro Area School District

200-AR-3. STUDENT CLASSIFICATIONS FOR ENROLLMENT

Resident Students/Court Order/Custody Agreement

A school age student is entitled to be enrolled in the schools of the district in accordance with applicable Board policies. (Pol. 200, 202, 251)

When parents reside in different school districts due to separation, divorce or other reasons, the student can be enrolled in the district of the parent with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.

If parents share joint custody and the student's time is evenly divided between the parents, the parents can choose which of the two (2) school districts the student will attend for the school year.

If a parent enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent to provide a copy of the order or agreement.

The district's point of contact will facilitate the process to remove barriers to immediate enrollment for students experiencing homelessness, foster care or educational instability.

Students Living With Resident Adult Other Than Parent

When a student lives with a district resident who is supporting the student without personal compensation (*gratis*), the student can enroll in a district school if the resident makes application and provides the required documentation.

In addition to the required documents, school staff will require the resident to provide only one (1) of the following:

1. Legal documentation to show dependency or guardianship.
2. Sworn and notarized statement indicating that the signer is a district resident and is supporting the student without receiving personal compensation, the student is living with the resident continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff can require the resident to provide additional information before enrolling the student in district schools. Required documents may include:

1. Copy of completed county form or court order transferring child support payments to resident, if applicable.
2. Copy of completed state form notifying Department of Human Services of child's new residence, if applicable.
3. Copy of lease/rental agreement identifying the student as a tenant, if applicable.
4. Documents to verify residency, as required for all students enrolling in district schools.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

Student/Families With Limited English Proficiency

The district will provide translation and interpretation services to the extent needed to help a family with limited English proficiency understand the enrollment process.

School staff will promptly enroll the student, upon submission of required documents.

If the student is experiencing homelessness or another form of educational instability, the district's point of contact will facilitate the process to ensure immediate enrollment.

School staff will not request social security numbers or immigration status information.

Students in Foster Care

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the district. Nonresident students with disabilities placed in foster care are entitled to receive an appropriate program of special education.

In addition to the enrollment documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home.

Students in foster care will be enrolled in accordance with applicable Board policy.
(Pol. 200, 202, 251)

It will be presumed that the student will continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.

The district's point of contact will facilitate the process to remove barriers to immediate enrollment.

Pre-Adoptive/Adoptive Students

A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the district in which the pre-adoptive parents reside.

A student living with adoptive parents is entitled to attend school in the district in which the adoptive parents reside.

School staff will enroll a student living with adoptive parents or pre-adoptive parents in accordance with applicable Board policy. (Pol. 200, 202, 251)

The district's point of contact will facilitate the process to remove barriers to immediate enrollment.

Students Living in Institutions

If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the district is required to provide an education, and special education when applicable, to nonresident students placed in the institution.

The district's point of contact will facilitate the process to remove barriers to immediate enrollment.

Emancipated Minors

An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from their parents/guardians or is living with a spouse.

The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of enrollment documents.

Homeless Students

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;

- c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
 4. Migratory children who qualify as homeless because they are living in circumstances described above; and
 5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

Homeless students include unaccompanied homeless youth and those awaiting foster care placement.

School staff will immediately enroll a homeless student, and the student or family are not required to prove residency.

School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. **Unaccompanied homeless youth** means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

A **youth awaiting foster care placement** includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, district staff will consult with the county children and youth agency to determine if the student meets the definition of awaiting foster care placement, including, on a case-by-case basis, whether a student who does not clearly fall into one of these categories is nevertheless a student “awaiting foster care placement”.

The district’s point of contact will facilitate the process to remove barriers to immediate enrollment of homeless students.

Adjudicated Students Experiencing Educational Instability

Students who are experiencing educational instability in terms of an adjudication of:

- 1. Dependency relating to child protective services and juvenile matters;**
- 2. Delinquency, if disclosed by the student’s parent/guardian; or**

3. As part of court-ordered services under a voluntary placement or custody agreement shall be enrolled in the district in accordance with law and Board policy. (Pol. 251)

Children of Military Families

The district will facilitate the timely enrollment and permit advanced enrollment of children of active duty military families in this district, in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. (Pol. 254)

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the district, the student is entitled to attend district schools, upon submission of enrollment documents.

School staff will presume the district resident is supporting the student gratis, without personal compensation or gain.

Students Returning From Delinquency Placements

When a student returns to the district from a delinquency placement, school staff cannot automatically place the student in an alternative education program for disruptive youth just because the student had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program for disruptive youth. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if the student meets the definition of a disruptive student. Factors the district will consider include:

1. If the incident causing the adjudication occurred at school or a school-sponsored event.
2. Student's behavior in the placement.
3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

The district's point of contact will facilitate the process to remove barriers to immediate enrollment of such students.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.