

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: MAY 19, 2014

REVISED:

200. ENROLLMENT OF STUDENTS	
<p>1. Authority SC 1301, 1302 22 Pa. Code Sec. 11.11, 11.41</p>	<p>The district shall enroll eligible school age students in accordance with Board policy and applicable laws and regulations.</p>
<p>2. Definitions SC 1304, 1326</p> <p>SC 1302 22 Pa. Code Sec. 11.11</p>	<p>Beginners are students entering the lowest grade of the primary school above the kindergarten level.</p> <p>District of residence shall be defined as the school district in which a student’s parents reside. When the parents reside in different school districts due to separation, divorce, or other reasons, the child may attend school in the district of residents 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 the parents have joint custody and a child’s time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the parents maintain two residences, one within a district, one outside the District, the district of residence shall be the residence where the child spends the majority of the time when school is in session (that is, excluding winter, spring, and summer vacations). “Majority of the time” shall be construed as at least four nights a week. These rules shall also apply to guardians of students.</p> <p>Federal installations are considered a part of the school district or districts in which they are situate and the children residing on such installations shall be counted as resident pupils of the school district.</p>
<p>22 Pa. Code Sec. 11.11</p>	<p>An emancipated minor shall be defined as a student under the age of twenty-one (21) who has established a domicile apart from the continued control and support of a parent/guardian or who is living with a spouse.</p>
<p>42 U.S.C. Sec. 11434a Pol. 251</p>	<p>Homeless students shall be defined as children and youths who lack a fixed, regular and adequate nighttime residence. Homeless students include children and youths sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; living in emergency, transitional or domestic violence shelters; awaiting foster care placement; and any other children and youths meeting the</p>

<p>SC 1301 22 Pa. Code Sec. 11.12</p>	<p>definition of homeless in federal law.</p> <p>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 the student reaches the age of twenty-one (21) years, whichever occurs first.</p>
<p>42 U.S.C. Sec. 11434a</p>	<p>Unaccompanied youth shall be defined as any youth who is not in the physical custody of a parent/guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by their parents/guardians or separated from their parents/guardians for any other reason.</p>
<p>3. Guidelines</p>	<p><u>Admission Age Requirements</u></p> <p><i>Kindergarten –</i></p>
<p>22 Pa. Code Sec. 11.14</p>	<p>The Board establishes the district's entry age for kindergarten as not less than five (5) years before the first day of September.</p> <p><i>First Grade –</i></p>
<p>SC 1304 22 Pa. Code Sec. 11.15</p>	<p>The Board establishes the district's entry age for beginners as not less than six (6) years before the first day of September.</p>
<p>SC 1304, 1326</p>	<p>Beginners shall be admitted to school during the first two (2) weeks of the annual school term and thereafter at the district's discretion. A child who is eight (8) years of age shall be admitted to school at any time during the school year.</p> <p><i>Early Admission –</i></p>
<p>22 Pa. Code Sec. 11.16</p>	<p>The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.</p>
<p>22 Pa. Code Sec. 11.16</p>	<p>The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.</p>
<p>SC 1301, 1302 22 Pa. Code Sec. 11.11, 12.1</p>	<p><u>Enrollment Requirements Of Resident Students</u></p> <p>School age children shall be entitled to attend the schools of their district of residence.</p>

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<p>22 Pa. Code Sec. 11.11</p>	<p>The district shall normally enroll eligible school age students the next business day, but no later than five (5) business days after application.</p>
<p>SC 1301, 1302, 1303a 22 Pa. Code Sec. 11.11</p>	<p>Except when a child is homeless, the district shall not enroll a student until the parent/guardian has supplied:</p> <ol style="list-style-type: none"> 1. Proof of the child's age - Acceptable documentation includes: birth certificate, notarized copy of a birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, statement from the parents or another relative indicating the date of birth, a valid passport, or a prior school record indicating the date of birth.
<p>Pol. 203</p>	<ol style="list-style-type: none"> 2. Immunizations required by law - Acceptable documentation includes: either the child's immunization record, a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in process, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow. 3. Proof of residency - Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or DOT identification card. The district may require that more than one (1) form of residency confirmation be provided. In verifying residency, the district shall require only such information as is deemed reasonable in light of a family's circumstances.
<p>SC 1304-A Pol. 216.1</p>	<ol style="list-style-type: none"> 4. Parental Registration Statement - A sworn statement or affirmation attesting to whether the student has been or presently is suspended or expelled for offenses involving drugs, alcohol, or weapons; willful infliction of injury to another person; or any act of violence committed on school property must be provided for a student to be admitted to any school entity.
<p>SC 1317.2</p>	<p>However, the district shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or Parental Registration Statement, but may provide alternative education services to students who have committed weapons offenses, in accordance with applicable law.</p>
<p>22 Pa. Code Sec. 11.11 Pol. 138</p>	<ol style="list-style-type: none"> 5. Home Language Survey - The district shall administer a home language survey to all students enrolling in the district's schools for the first time. Enrollment may not be delayed in order to administer the Home Language Survey.

<p>Pol. 216, 216.1</p>	<p>Upon enrollment, the district shall contact a transfer student's former school and request a certified copy of the student's education records and, if applicable, the student's discipline records. The district shall enroll eligible students within five (5) business days of application regardless of receipt of records from previous districts.</p> <p>In addition to the required information listed above, the district may ask for the following information: (a) picture identification; (b) health or physical examination records; (c) academic records; (d) attendance records; (e) Individualized Education Program; and (f) other special education records. Enrollment may not be conditioned upon or delayed until these documents are provided.</p> <p>The district shall not request or require any of the following for enrollment or residency determinations: (a) a social security number; (b) the reason for the child's placement if not living with natural parents; (c) child's or parent's visa; (d) agency records; or (except for the limited circumstances below) (e) a court order or records relating to a dependency proceeding.</p> <p><u>Homeless And Unaccompanied Students</u></p>
<p>Pol. 251</p>	<p>In the case of homeless or unaccompanied students, traditional concepts of residence and domicile do not apply. The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law.</p> <p><u>Emancipated Minors</u></p>
<p>22 Pa. Code Sec. 11.11</p>	<p>The school district in which an emancipated student is living is his/her district of residence. Emancipated minors may enroll without any additional assistance from a parent/guardian, upon submission of required documentation. Emancipation of a minor is a question of fact, which is not presumed and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.</p> <p><u>Immigration Status</u></p>
<p>22 Pa. Code Sec. 11.11</p>	<p>The district shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted to school may not be conditioned on the child's immigration status.</p> <p><u>Custody Agreements</u></p>
<p>22 Pa. Code Sec. 11.11</p>	<p>A school age student is entitled to be enrolled in the schools of the district where his/her parent(s) or legal guardian(s) resides, upon submission of required documents.</p>

	<p>If the parent enrolling a student is relying on a court order or custody agreement as the basis for enrollment, the district may require submission of the court order or custody agreement.</p> <p><u>Enrollment And Placement Of Twins And Higher Order Multiple Siblings</u></p> <p>Twins or higher order multiple siblings shall be enrolled in the district in the same manner as all other students. Placement of twins or higher order multiple siblings in particular classrooms within the district shall be determined in accordance with applicable law and Board policy.</p> <p><u>Pre-adoptive And Adoptive Students</u></p> <p>Students living with pre-adoptive parents who are receiving adoption assistance subsidies, pre-adoptive foster payments, Supplemental Security Income (SSI), or Transitional Assistance for Needy Families (TANF), are entitled to attend public school within the district. Students living in pre-adoptive or adoptive situations are considered residents of the district and are entitled to all free school privileges accorded to resident students.</p> <p><u>Students Of Military Personnel</u></p> <p>When residents are military personnel who are deployed and their children are living with relatives within the district, the students are entitled to attend school in the district. The students should be enrolled following the same guidelines as nonresident guardianship situations. See Students Living With Resident Adult Other Than Parent below for registration guidelines.</p> <p>When a child lives outside of Pennsylvania as a result of one (1) or both parents being called or ordered to active military duty, other than active duty training, the child shall continue to be considered a resident of the school district that was the child's district of residence immediately prior to the parent being stationed outside of Pennsylvania, provided that the parent maintains the residence.</p> <p><u>Students And Families With Limited English Proficiency</u></p> <p>Students and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the students properly.</p>
<p>SC 1310.1 Pol. 206</p>	
<p>SC 1302</p>	
<p>SC 1302</p>	
<p>Pol. 138</p>	

	<p><u>Address Confidentiality Program (ACP)</u></p> <p>Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school districts shall not require additional information regarding their residence. School records from the student's former school will be forwarded through the ACP. If there are questions about the family's eligibility for enrollment, contact the ACP at 1-800-563-6399.</p> <p><u>Enrollment Requirements Of Nonresident Students</u></p> <p>The Board may permit the admission of nonresident students in accordance with law and Board policy.</p> <p>SC 1302 22 Pa. Code Sec. 11.19</p> <p>Before any eligible nonresident student may be accepted as a student in district schools, the Board requires that appropriate documentation verifying the student's eligibility be submitted. The Board reserves the right to verify claims supporting nonresident enrollment and to remove from school attendance a nonresident student whose claim is invalid.</p> <p>SC 1316, 2561 Pol. 607</p> <p>Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.</p> <p>The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries. Transportation shall be the responsibility of the student's parents/guardians.</p> <p><i>Nonresident Children Residing With A District Resident –</i></p> <p>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.</p> <p>SC 1302 22 Pa. Code Sec. 11.19</p> <p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the district before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p> <p>SC 1302 Pol. 906</p> <p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy. The district reserves the right to pursue prosecution of any person who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a district school for which the child is not eligible.</p>
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<p>SC 1305</p>	<p>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 U.S. military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.</p> <p><u>Students Placed In Resident's Home/Foster Care</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.</p> <p>Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the district.</p> <p>In addition, this includes students awaiting foster care placement; although, the district will contact the Chester County Department of Children, Youth and Families to determine if students meet the qualifications of a student awaiting foster care placement.</p>
<p>SC 1306, 1307, 1308, 1309, 1310, 2561, 2562 22 Pa. Code Sec. 11.18</p>	<p><u>Students As Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.</p>
<p>SC 1306.2, 1318</p>	<p><u>Students Incarcerated In Adult Facilities</u></p> <p>A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the school district in the same manner and extent as an expelled student.</p>
<p>SC 1306.2</p>	<p>A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the school district in the same manner and extent as a student placed in an alternative education program for disruptive students.</p> <p>Students returning from a delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine whether the student is currently fit to return to the regular classroom or meets the definition of a disruptive student.</p>

<p>SC 1316</p>	<p><u>Prospective And Former Residents</u></p> <p>A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district, which can be documented by signed lease, signed purchase of sale or construction contract which sets the date of occupancy no later than 120 calendar days from the date of registration may be enrolled upon payment of tuition from the date of enrollment until residency is established. If the 120 day requirement is met, the tuition paid will be refunded. In no case is this allowance to extend beyond the then current school year.</p> <p>Regularly enrolled students whose parents/guardians have moved out of the school district during the school year will be permitted to complete the balance of that school year as a tuition student. Once a student has begun his/her senior year, s/he may complete their year tuition-free provided they maintain a positive discipline record and attendance record.</p> <p>In all cases, should a family not pay the tuition charges in advance, on a monthly basis, the student(s) shall immediately be denied access to the school(s) and the district of residency will be notified of said action.</p> <p>Parents of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.</p>
<p>SC 1302</p> <p>4. Delegation of Responsibility 22 Pa. Code Sec. 11.41</p>	<p>The Board reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district’s policy on student enrollment and admissions by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.</p> <p>References: School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1303a, 1304, 1304-A, 1305, 1306, 1306.2, 1307, 1308, 1309, 1310, 1310.1, 1316, 1317.2, 1318, 1326, 2503, 2561, 2562 State Board of Education Regulations – 22 Pa. Code Sec. 4.41, 11.11, 11.12, 11.41, 12.1, 14.101 et seq. Board Policy – 113, 138, 203, 206, 216.1, 251, 607, 906 Pennsylvania Department of Education Basic Education Circular – Enrollment of Students – January 22, 2009 Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program – State Plan</p>