



STUDENTS

Enrollment

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff will be diligent in maintaining such records.

The superintendent, or his/her designee, will develop procedures for enrolling students and recording attendance. Consistent with state law, when enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- any history of offenses considered as “exceptional misconduct” by Enumclaw District policy;
- prior placement in a special education program;
- any past, current or pending disciplinary actions;
- any history of violent behavior;
- adjudications or convictions described in RCW 13.04.155, which include violent offenses, sex offenses, firearm or dangerous weapon offenses, and controlled substance offenses;
- any unpaid fines or fees from other schools;
- and any health conditions affecting the student's educational needs.

The school enrolling the student shall request the student’s permanent record—including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance—from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.

The district will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Homeless Students Enrollment Rights and Services).

The district will not inquire into a student’s citizenship or immigration status or that of his/her parents or guardians.

The district will conditionally accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending

transfer to, a military installation within the state (see 2100 – Educational Opportunities for Military Children). The request for enrollment may be made by the student, parent or guardian.

Falsification of an address or residence (or conditions of living arrangement) to obtain a school assignment will be cause for the revocation of the student’s school assignment and return to the proper school of assignment and forfeiture of any future transfer rights through the highest grade level of that school. Any such revocation decision is a final decision of the District and may only be appealed pursuant to RCW 28A.645.010(1).

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Cross Reference:

- Board Policy 2100 Educational Opportunities for Military Children
- Board Policy 2255 Alternative Learning Experience Programs
- Board Policy 3115 Students Experiencing Homelessness – Enrollment Rights and Services
- Board Policy 3413 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

- Legal References:
- WAC 28A.225.215 Enrollment of children without legal residences
 - 28A.225.216 Children of military families- Residency
 - 28A.225.330 Enrolling Students from other districts –Requests for information and permanent records – Withheld transcripts –
 - Immunity from liability - Notification to teachers and security personnel – Rules
 - WAC 392-121-108 Definitions – Enrollment exclusions
 - 392-121-122 Definitions – Full-time equivalent students
 - 392-121-182 Alternative learning experience requirements
 - 392-169-022 Running start student--definition

- Management Resources:
- 2014- June Policy and Legal News Issue
 - 2019- July Policy and Legal News Issue

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