

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 200
Section: STUDENTS
Title: ENROLLMENT OF STUDENTS
Date Last Revised: 10/23/17; 5/18/09

R200 ENROLLMENT OF STUDENTS

A. Required Enrollment Documents

Except for a homeless student, when a student of school age is presented to any District school for enrollment, school staff will require the following documentation before enrolling the student and permitting them to attend school:

1. Proof of the student's age – acceptable documentation includes one (1) of the following:
 - a. Birth certificate.
 - b. Notarized copy of birth certificate.
 - c. Baptismal certificate.
 - d. Copy of the record of baptism, notarized or duly certified and showing date of birth.
 - e. Notarized statement from the parents/guardians or relative indicating date of birth.
 - f. Valid passport.
 - g. Prior school record indicating date of birth.
2. Immunizations required by law – acceptable documentation includes:
 - a. Student's immunization record.
 - b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered.
 - c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow.
3. Proof of residency – acceptable documentation includes one (1) of the following from List "A" and two (2) of the following from List "B" (three if multiple occupancy) provided address is clearly indicated in or on document and provided document is validly issued and genuine as to the resident presenting the document:

List A	List B
Deed	Current Utility Bill
Lease	Current Credit Card Bill
Property Tax Bill	Bank Statement
Settlement Statement	PENNDOT Identification or Driver's License
Notarized Multiple Occupancy Form	PENNDOT Vehicle Registration
	Copy of a State/Federal Program Enrollment
	Copy of Paycheck Stub with Name and Address of Employer as well as Employee
	Residency Affidavits

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4. Parent Registration Statement – a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, as required by law.
5. Home Language Survey – for all students enrolling in a school for the first time.

B. Documents That May Be Requested But Not As A Condition of Enrollment

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.
6. Special education records.
7. Completed physical examination.
8. Completed Registration Form.

C. Documents That Will Not Be Requested

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.
4. Agency records.
5. 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.
6. Student's immigration status.

D. Special Enrollment Considerations

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

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Twins and higher order multiple siblings will be enrolled in the same manner as other students.

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. If a student has been expelled from the previous district for reasons other than a weapons offense, 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.

Students and families with limited English proficiency must be provided translation and interpretation services to the extent needed for them to understand the enrollment process and promptly enroll the student.

E. Requests for Student Records

Upon enrollment of a student, school staff will contact the student's prior school for a copy of the student's educational records. The prior district, if within Pennsylvania, is required to forward the records within ten (10) business days of the date of request.

When a student transfers from a Pennsylvania school entity, school staff will contact the sending school for a certified copy of the student's disciplinary record. The prior district is required to forward the certified copy within ten (10) days from receipt of the request.

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

School staff will enroll a student no later than five (5) business days, regardless of receipt of student records from the prior school entity.

F. Students Enrolling Without Prior School Records

If a student is presented for enrollment without prior school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for a 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 teacher(s), will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and

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demonstration of the degree to which the student has achieved the academic standards established by the School Board for District students.

The student and parent/guardian will be informed in writing of the results of the evaluation and the student's placement. The District's Strategic Plan will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

G. 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 District's Central Registration Office in the District's Administration Building as soon as possible. Failure to report a change of address may result in delays or disruption to student transportation, school placement, and other school-related programs/activities.

A new Student Registration Form may be required. The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

H. Non-Resident Students Permitted to Attend District Schools

Non-resident children may be accepted for enrollment in the Lower Merion School District if required by law or otherwise permitted in accordance with Board Policy and Administrative Regulation 202.

I. 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 which may include a custody or dependency order.
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 them continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

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School staff may also require additional information to substantiate the sworn statement under (2) above before enrolling the student in District schools. Notwithstanding any procedure to the contrary outlined in other Board Policy or Administrative Regulations, if it is found that the information contained in the sworn statement is false, the child may be removed from school after notice of an opportunity to appeal the removal in accordance with the following procedure:

1. The appeal must be submitted to the Superintendent within 5 school days of the notice of removal from school.
2. The Assistant Superintendent or designee shall provide a written report including a statement of the basis for the removal.
3. The Superintendent or his designee shall prepare a similar written report if Board involvement becomes necessary to resolve the issue.

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.

The District reserves the right for the Home and School Visitor or other designated District employee to periodically confirm the placement status of students who are attending District schools based on being supported gratis by a resident adult. This confirmation may include periodic visits to the home where the student is residing when conflicting information is provided or discovered regarding the eligibility status of a student.

J. 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 to understand the enrollment process.

K. Foster Students

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the District and all protections outlined under applicable law. Nonresident

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exceptional students placed in foster care are entitled to receive an appropriate program of special education. When a student is placed in foster care, or when a foster care student's placement changes, and the District is determined to be the student's school or origin, the District shall provide transportation to the foster care student in accordance with the Memorandum of Understanding and Transportation Plan in effect between the District and the Montgomery County Office of Children and Youth, unless a court order or applicable law dictates otherwise.

In addition to the required documents, school staff may 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. School staff cannot request a court order or agency records.

L. Students Living in Institutions

If the 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 appropriate, to nonresident students placed in the institution.

Students placed in a children's institution have the right to attend District schools if appropriate for the student, upon submission of required documents.

M. Children of Military Personnel

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 required documents pursuant to Section 13-1302 of the Public School Code.

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

N. 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 just because s/he 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 in accordance with 22 Pa. Code §12.8 (c). The purpose of the hearing is to determine if the student is currently fit to return to the regular

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classroom or if s/he 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.

While the District shall offer to hold the informal hearing prior to placement in the program, if the student's presence in the regular classroom poses a danger to persons or property or provides a disruption of the academic process, immediate placement in the alternative program may occur with the informal hearing to follow as soon as practicable.

O. 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. All other required documents must be submitted for enrollment. 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.

P. Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the Superintendent or designee. The individual or the School District may send written follow-up to the Department of Education, School Services Office.