

ADMISSIONS

FD
(REGULATION)

The District must enroll any student who meets admission and eligibility requirements. Various documents are requested during enrollment; however, the only paperwork required for a student to begin attending class is proof of age, residency, and required immunizations. [See Board Policies at FD, FDA, FDB, FDC, and FDD regarding admission of students including intra- and interdistrict transfers, homeless students, etc.]

ENROLLMENT BY
PARENT OR
GUARDIAN

State law specifies that a child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. If the student resides with a parent or guardian and that person is unable to enroll the student, the parent must grant this authority to a third party. [See Exhibit A]

VERIFICATION OF
AGE

The principal or principal's designee must verify the age of students who are enrolling in the District for the first time. If a birth certificate is not available, the principal may use another acceptable type of document as proof of the student's age. [See Exhibit B]

BONA FIDE
RESIDENCE

A student's bona fide residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the District or a particular attendance zone for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order.

The University Interscholastic League (UIL) has very specific criteria that must be met for UIL eligibility. If a student plans to participate in UIL activities, this criteria should be reviewed.

PROOF OF
RESIDENCY

The District requires the student to show proof that he/she resides at a bona fide residence within the school's attendance zone as a condition of enrollment. [See Exhibit B] A home/lease agreement or utility bill are used to verify the residence and must include the name of the parent/guardian and the street address. Post office boxes are unacceptable as proof of residence. The school should be notified at any time there is a change in the student's home address.

If the home/lease agreement or utility bill is in the name of someone other than the parent/guardian, a notarized statement from the person whose name appears on the document must be presented along with the document (home/lease agreement or utility bill). The notarized statement should indicate that the parent and student are living at the address listed as the bona fide residence for enrollment purposes. [See Exhibit C]

If the home/lease agreement or letter from the mortgage company/home builder/realtor is for an **intended residence**, a transfer application will need to be completed and the appropriate timeline followed based on the type of transfer. [See Exhibit C at FDA (REG) for an out-of-district transfer application or Exhibit B at FDB (REG) for an application to transfer within the District.] The parent/guardian is required to provide a copy of a utility bill once the residence is occupied. If there is a delay in the move-in date and the timeframe nears expiration, it will be the parent's/guardian's responsibility to make a written request for an extension to the Executive Director for Student Services. An extension may be granted for an additional 30 days.

If a student's eligibility for enrollment is based on substantial after-school

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childcare being provided by a grandparent who resides within the District, the grandparent's proof of residency will need to be provided.

VERIFICATION OF
RESIDENCY

When a student's residency is questionable, the school may ask the student's parent or guardian to resubmit the documents provided for proof of residency. In addition, the campus may ask for additional items, such as:

1. Mail addressed to the parent (other than office mail) at the residence;
2. All licensed drivers in the household must show that they have complied with DPS regulations by changing their address on their drivers' license(s);
3. All previously registered voters at the former residence should have applied for a new voter registration card at the new address.

In addition, if campus personnel believe a student's residency is questionable, they may follow guidelines established by the UIL as other means of verifying a student's residency such as determining any or all of the following:

1. The new residence is adequate to accommodate the entire family.
2. The personal effects and furniture belonging to the family in the previous residence have been removed;
3. The former house is on the market at a reasonable market price, or sold, or the lease or rental is agreement terminated.
4. All utilities and telephone service at the former residence should be disconnected or no longer in the family's name.

Upon discovery of incomplete proof of residency documentation in the student's file or when the campus suspects that a student no longer lives at the address listed in the student's file, the campus principal may request updated verification of residency information from the parent/guardian. If the parent/guardian fails to provide the updated information or if a residency check validates the campus' suspicion that the student does not live within the school's attendance zone, the principal may revoke the enrollment. (See Exhibit I)

MINOR ESTABLISH-
ING RESIDENCE
SEPARATE AND
APART FROM
PARENT

If a student does not live with a parent, guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court. [See Exhibit D] The District will use the information on this affidavit to determine whether the student has established a bona fide residence within the District and is eligible for enrollment.

DESIGNATION OF
PERSON STANDING
IN PARENTAL
RELATION

The principal or principal's designee will request that a Power of Attorney be provided for any student not currently residing with a parent or guardian. [See Exhibits E and F] A Power of Attorney is a written document in which the student's parent/guardian authorizes a third party to make decisions for the student on behalf of the parent/guardian. The Power of Attorney does not relinquish the rights of a parent; it simply extends that right to other persons.

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However, the person having Power of Attorney will be the person contacted by the District regarding all school-related matters if the student is living separate and apart from the parent. The principal or principal's designee may determine that a student's circumstances preclude compliance.

RESIDENT
GRANDPARENT

If a student does not live in the District enrolls based on the fact that a grandparent provides substantial after-school care, the grandparent must provide documentation for the proof of residency. The parent and grandparent must also complete affidavits regarding the extent of after-school care being provided. (See Exhibits G and H)

Northwest ISD defines a substantial amount of child care as a minimum of two (2) hours per day, five (5) days per week, throughout the school year. A grandparent must be in the home during the period of after-school childcare.

PARTICIPATION IN
UIL ACTIVITIES

A Power of Attorney does not fulfill the UIL requirement for legal guardianship. Therefore, a student living separate and apart from a parent should consider the UIL's definition of parent/legal guardian if participation in UIL activities is desired.

MISSING
DOCUMENTATION

Not later than the thirtieth day after the date the child is enrolled in the District, the parent or other person, or the school district in which the child most recently attended, shall provide proof of the child's identity, a copy of the child's records, and the child's immunization records. If the required documents are not furnished to the District within thirty (30) days after enrollment, the principal or principal's designee shall notify the appropriate law enforcement agency to request a determination of whether the child has been reported missing.

The principal or principal's designee notifying a law enforcement agency shall document in writing the date of the request, the agency and specific person to which the request was made, and the resulting response from the agency.

This documentation shall be placed in the child's permanent record folder in lieu of a birth certificate.

CHILDREN
UNDER 11 YEARS
OF AGE

When a child under the age of 11 years old is enrolled for the first time, the District will request the names of each previous school attended and the records from each previous school (or verification of previous school records if records are provided by the person enrolling the child). If the person enrolling the child does not provide the valid prior school information and a certified copy of the child's birth certificate or other reliable proof of the child's identity, the principal or designee will notify the appropriate local law enforcement agency before the thirty-first day after the person fails to comply.

FLAGGING
RECORDS OF
MISSING CHILDREN

School records of all children reported to the District as missing by law enforcement authorities will be flagged so that the law enforcement agency can be notified if there is a subsequent request for those records. If a request for a flagged record is made in person, immediately notify the appropriate law enforcement agency. The principal or principal's designee will require the person to fill out a form stating the person's name, address, telephone number, the relationship to the child, and the name, address, and birth date of the child, copy of the person's driver's license. When a missing child under 11 is returned and law enforcement notifies the school, the flag will be removed.

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PLACEMENT FROM
ACCREDITED
SCHOOLS

New resident students entering the District from accredited public, private or parochial schools shall provide evidence of prior schooling outside the District. Students shall be placed initially at the grade level reached elsewhere, or the appropriate grade based on the credits earned pending observation by the classroom teachers, guidance personnel, and the principal except in the case of underage pre-kindergarten, kindergarten, or grade one students as noted below. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement. For the purpose of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

PLACEMENT FROM
NONACCREDITED
SCHOOLS

Students entering the District from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for placement may include:

1. Scores on core subject test(s), which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record (i.e. transcripts, report card)
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

KINDERGARTEN
AND PRE-K

Students must be five years of age on or before September 1 of the school year in which enrollment is sought in order to be eligible for kindergarten. Likewise, students who meet eligibility criteria must be four years of age on or before September 1 of the school year in which enrollment is sought in order to enroll in pre-kindergarten. No exceptions will be made for students who have not reached the proper age by September 1.

GUIDELINES FOR
UNDERAGE GRADE
ONE STUDENTS

The District shall continue to track the state law and will not enroll underage grade one students. A kindergarten student of legal age (i.e., at least five years of age on or before September 1 of the current school year) may be considered for grade one placement by following the guidelines specified in EEJB (REGULATION).

TRANSFER CREDIT

Transfer students from non-accredited public, private, or parochial schools, including home schools, shall validate high school credit for courses by testing or evidence that courses meet State Board requirements and standards. Core-area subject tests will be administered as part of the enrollment process prior to placing students into classes. If a transfer student makes a grade of 70 or higher, credit for the transfer course will be awarded and recorded as a "P" to indicate a passing grade. Different tests will be used for Academic and PreAP/AP courses.

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The grade earned at the previous school will be the grade recorded on the transcript if the student shows proficiency through the testing. PreAP/AP credit will only be awarded if a 70 or higher is made on the PreAP/AP course test and PreAP/AP credit is awarded for the course in Northwest ISD.

Students will be tested in core area subjects only. With principal approval, credits will be awarded to students in other courses provided that they are state-approved courses.

Northwest ISD students, reentering the District, after a foreign exchange student experience, will be treated as any other student entering the District from an unaccredited school. Credit for courses taken will only be awarded if the student demonstrates mastery of all required essential knowledge and skills.