

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5300 Student Enrollment, Attendance, and Records**

#### **5303 Student Enrollment and Withdrawal**

##### **A. Student Enrollment**

The District may independently verify a student's residency status or eligibility for program enrollment.

A person enrolling a student must provide the following within 30 calendar days after enrollment:

1. a copy of the student's birth certificate; or
2. other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the student's birth certificate.

If the required documentation is not timely provided, the District will, after providing 30 calendar days' notice to the person enrolling the student, refer the matter to local law enforcement. The District will immediately report to law enforcement any affidavit that appears inaccurate or suspicious.

As a condition of enrollment, a person enrolling a student must provide documentation of the student's required immunizations or a valid immunization waiver pursuant to Policy 5713. Failure to submit the required documentation will result in the student's exclusion from school.

Within 14 calendar days after a transfer student enrolls, the building principal or designee must send a written request to the student's previous school requesting a copy of the student's school record.

A student who is or will be 20 years old on September 1 of the school year, or who has earned a high school diploma or GED, may not enroll in or continue to attend school in the District, except for a student with a disability, a student enrolling in an approved adult education or dropout recovery program, or when otherwise required by law.

Except for a student with a disability or a student enrolling in an approved early childhood program, a student who will not be 5 years old on December 1 of the school year may not enroll in or attend school in the District without the Superintendent's express written permission.

A student's placement, including building assignment and grade level, will be determined pursuant to Policy 5411.

##### **B. Student Withdrawal**

The District may disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. If

at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

**Legal authority:** MCL 380.1135, 380.1147

**Date adopted:** January 16, 2023

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