

## **SCHOOL ADMISSIONS**

The district shall provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the district. Eligibility of homeless children to attend district schools shall be determined in accordance with federal and state law and regulation Policy #5151/5151R.

### **I. Eligibility for Attendance**

#### **Resident Students**

Upon registration, all new students shall be enrolled and begin attendance the next school day or as soon as practicable. Students or their parents/guardians/persons in parental relation are required to present within three business days.

Students entitled to attend North Merrick Schools shall meet one of the following requirements for purpose of admission:

1. Father or mother or both parents reside in District.
2. Guardian resides in the District. Proof of guardianship is required in the form of legal guardianship papers or an affidavit from both the parents (s) and guardian.
3. Foster Care child place by a recognized NYS Social Services Agency with foster parents who reside in the District.
4. Eligible homeless students as per District Policy #5151/5151R.

#### **Non-Resident Students**

1. Student whose parents proved a contract of purchase and documentation from their attorney that residency will occur within two weeks of the beginning of the school year may be enrolled. A deed must be produced after the two-week period for a student to continue in North Merrick Schools.
2. Students moving from the District after Spring Recess may continue to attend North Merrick Schools until the end of the current school year with the understanding that transportation be provided by the parent and that the pupil's attendance remain satisfactory.

## **II. Entrance Requirements**

### Kindergarten

1. A child will be eligible for entrance to kindergarten in September if he or she will have attained the age of five on or before the following December 1<sup>st</sup> date.
2. Children whose birthday falls between December 1 and January 1, who are permitted to attend kindergarten as exceptions under this regulation will be placed in a school as designated by the Superintendent of Schools. The school assignment may not be to the then zoned school. Transportation will be provided if the distance from the residence to the school is more than the State mandated transportation requirement.

### First Grade

1. A child will be eligible for entrance to first grade in September if he or she has successfully completed the kindergarten year in this or any other public school district, or, if no kindergarten has been attended, if he or she will have attained the age of six years by December 1<sup>st</sup> in the year in which admission is sought.
2. A child who has successfully completed a kindergarten course in a non-public school kindergarten, registered by the State Education Department, shall be eligible for admission to first grade in September, provided he or she will have attained the age of six years by December 1<sup>st</sup> in the year in which admission is sought.
3. When a child has successfully completed a year in an unregistered non-public kindergarten, public school authorities may evaluate the kindergarten program, or they may administer tests and evaluate the child on the basis of recommendations and evaluations from the non-registered kindergarten. The school district must comply with a parent's request for testing. A child must be placed in first grade if the evaluative measurers and/or testing indicate readiness for first grade work.

### Grades 2-6

A child is eligible for admission to Grades 2 through 6 on the basis of prior schooling outside the District and will be placed initially on the grade level they have reached elsewhere. The Principal will determine, within a 30-day period, whether there should be any change in the grade placement of the child.

## **III. Immunization Requirements**

New York State Law requires all children entering school are to provide a written statement from their medical provider certifying that they are appropriately immunized according to their age and grade.

No student will be permitted to attend school without proper documentation.

#### **IV. Documentation Requirements**

Upon registration all students must be registered by parent or legal guardian. If you are the legal court appointed guardian, you must submit the Court Order.

Proof of identity must be presented at the time of registration. The following are acceptable forms of identification: driver's license, non-driver license or passport.

If divorced, proof of custody is required in the form of legal papers.

1. Acceptable proof of residency:
  - a. Current tax bill, current pay stub, deed to house or current mortgage statement.
  - b. Renters must provide a lease with copy of homeowner/landlord's current tax bill. If no lease is available, you must provide a notarized letter from the homeowner/landlord listing your family as living at that address along with a copy of the homeowner/landlord's current tax bill; current pay stub and current mortgage statement.
    - a. If a family/individual with a child moves in with a North Merrick resident, a notarized affidavit from both the resident and the family/individual is required, along with a copy of the resident's current tax bill; current pay stub and current mortgage statement. The affidavit should indicate the relationship and length of stay.
2. Record of immunizations and a health certificate from a licensed physician, physician assistant, or nurse practitioner.
3. Documentation of age: a birth certificate (original or certified transcript, including a foreign birth certificate) or baptismal record is sufficient, if provided no other form of evidence may be requested. If neither of these is available, a passport (including a foreign passport) may be used.
  - a. No child will be admitted to the schools and enrolled under a name other than the name that appears on that child's birth certificate unless a Court Order is presented which changes the name of the child on the certificate.
4. Social Agency placement, if appropriate.

If the parent/guardian of a student seeking to enroll is limited English proficient, the district will meaningfully communicate material information about enrollment as required by federal law. The district will also provide parents/guardians of all newly enrolled students with appropriate information, including student handbooks, and information about access to special education services.

The district shall not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent, or the person in parental relation, in any forms, meetings or other communication, at the time of and/or as a condition of enrollment.

The district shall post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the district website, and shall provide such materials to all parents/guardians/children who request enrollment in the district.

(Revised 6/99)

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