

200-AR. ENROLLMENT OF STUDENTS

I. Conditions Of Enrollment

- A. Students are considered school age from the time they are admitted to a public school until graduation from high school or age twenty-one (21).
- B. School-age students entitled to enrollment in schools of the school district include:
  - 1. A student residing with parent(s)/guardian(s) who is a school district resident(s) and that parent/guardian is the parent/guardian with which the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise. If the parents/guardians have joint custody and time is evenly divided, the parents/guardians choose which of the two (2) school districts the child will enroll in for the school year. (See Board Policy Nos. 200 and 202.1).
  - 2. A nonresident student living with a school district resident who is supporting the student gratis in accordance with Section 13-1302 of the PA School Code and Board Policy No. 202.
  - 3. A nonresident student living in a facility or institution located within the school district in accordance with Section 13-1306 of the PA School Code and Board Policy No. 202.
  - 4. A nonresident student living in a foster home in accordance with Section 13-1305 of the PA School Code and Board Policy No. 202.
  - 5. A homeless student. (See Board Policy Nos. 200 and 251).
  - 6. An emancipated minor residing in the school district. (See Board Policy No. 202.1).

When the required enrollment documentation is provided, the school staff will enroll the eligible student and permit him/her to attend school on the next school day after the student is presented for enrollment, but no later than five (5) business days after application.

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### II. Documentation

#### A. Required Enrollment Documents

Except for a homeless student, when a student of school age is presented to the school district for enrollment, school staff will require the following documentation before enrolling the student and permitting him/her 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 one (1) of the following:
  - 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 the following items. The school district will require at least one (1) form of acceptable proof from each category (A and B) below, but may also require more than one (1) type of proof of residency from either category either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue.
  - a. Category A

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1. Deed indicating ownership of property within the school district.
2. A mortgage statement that provides property description, settlement sheet that provides property description, and/or a property tax bill listing building and land containing the name(s) of the mortgagee(s)/property owner(s).
3. Lease, which shall be attached to a notarized Pleasant Valley School District *Landlord Affidavit* that includes the property PIN number. The lease shall be current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants.

### b. Category B

1. Valid PA Department of Transportation driver's license indicating physical address of residence.
  2. Valid PA photo identification card indicating physical address of residence.
  3. Public assistance or social security issued within the past thirty (30) days indicating physical address of residence.
  4. Any other documentation deemed relevant by the school district and indicating the physical address of residence.
4. Parent Registration Statement, which is 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 such document is provided:

1. Completion of the school district's new *Student Registration Form*.
2. Picture identification.
3. Health or physical examination records.

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4. Academic records.
  5. Attendance records.
  6. Individualized Education Program (IEP).
  7. Special education records.
  8. Completed physical examination.
- 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 card or number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent/guardian.
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. (See item I.B.1. above).
6. Student's immigration status.

### III. Special Enrollment Considerations

- A. School district staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.
- B. Twins and higher order multiple siblings will be enrolled in the same manner as other students.
- C. The school district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the school 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 school district for reasons other than a weapons offense, the school 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 school district.

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

### IV. Student Records

#### A. Requests For Student Records

- 1. 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 school district, if within Pennsylvania, is required to forward the records within ten (10) business days of the date of request.
- 2. 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 school district is required to forward the certified copy within ten (10) days from receipt of the request.
- 3. Health records must be transferred from all public and private schools, upon the request of the building principal or designee.

#### B. Students Enrolling Without Prior School Records

- 1. 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.
- 2. If reliable information cannot be obtained, the building principal, in consultation with the appropriate teacher(s), will promptly assess the student and determine the appropriate grade and/or courses for that student. The assessment will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the Board for school district students.
- 3. The student and parent/guardian will be informed in writing of the results of the assessment and the student's placement. The school 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.

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### C. Change Of Address

1. When a student or parent/guardian notifies the school of a change of address within the school district's boundaries, the parent/guardian will be required to bring proof of residence to the school.
2. A Pleasant Valley School District *Change of Address* form will be completed.
3. The documentation accepted as proof should be noted on the registration form, and a copy of the document shall be retained.

### V. Complaints

- A. When a dispute arises regarding the enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the Superintendent and/or designee.
- B. The individual or the school district may send written follow-up to the PA Department of Education, School Services Unit.