

ENROLLMENT AND ATTENDANCE RECORDS: 3120

Since accurate enrollment and attendance records are essential both to obtain State financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

The Superintendent/designee shall develop procedures for enrolling students, recording attendance behavior, and counseling and supporting students with low attendance.

The request for enrollment may be made by the student, parent or guardian. The District may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements, a Washington State driver's license or an official document from a State or Federal agency. If the student does not have a legal residence, the District shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the District.

Out-of-home students need to complete the District McKinney-Vento eligibility form to receive services. Please contact the District McKinney-Vento and Foster Care liaison at (253) 945-2091, or a school counselor or dean.

To assure timely enrollment of students, a representative of the enrolling school shall make an immediate request for discipline and attendance records from the student's previous school. If discipline records are not received by the next school day, a representative of the enrolling school shall make phone contact with a representative of the student's previous school documenting the student's discipline history and the name and position of the person with whom they spoke.

When enrolling a student who has attended school in another school district, the parent and student will be required to indicate on the form provided in the enrollment packet whether or not the student has:

- A. Any history of placement in a special education program;
- B. Any past, current or pending disciplinary actions;
- C. Any history of violent behavior or convictions;

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- D. Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;
- E. Any unpaid fines or fees from other schools;
- F. Any health conditions affecting the student's educational needs; and
- G. Any attendance records that would indicate a chronic attendance problem, including Becca petitions filed with juvenile court.

If the District receives information that the student has any history of disciplinary action, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff, students or others, the student's teachers, administrator, and District security personnel will be informed. If the District has not received a complete set of school records regarding such history from the parent, student or previous school, the student's enrollment may be delayed pending receipt of the records.

In such cases, the District finds that the absence of records implies an immediate and continuing danger to the student or others, or an immediate and continuing threat of substantial disruption of the educational process. The student and parent shall be provided with notice and an opportunity to appeal in accordance with the District's procedures for emergency expulsions.

The District shall accept applications from non-resident students who are the children of fulltime certificated and classified school employees, and those students shall be permitted to enroll unless:

1. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership; or
2. The student has been expelled or suspended from school for more than ten (10) consecutive days; or
3. Enrollment of a child would displace a child who is a resident of the district.

If the child is permitted to enroll he/she shall be permitted to remain enrolled until he/she completes his/her schooling, subject to regular District policies pertaining to discipline and eligibility.

The sending school district shall provide this information to the receiving school, together with a copy of any previous assessment as required under subsection (1)(c) of this section, history of any best practices or researched-based intervention previously provided to the child by the child's sending school district, and a copy of the most recent truancy information including any online or written acknowledgment by the parent and child, as provided for in RCW [28A.225.005](#).

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded in the student's permanent record. The attendance records shall remain in the school building for the period of time required by State archive policy.

Procedures for handling excused and unexcused absences are defined in Procedure – 3122P.

Legal References:	RCW 28A.225.040	Compulsory school attendance and admission: School district superintendent to provide teacher with census—Report of truants, incurrigibles
	RCW 28A.225. 020-3	Schools duties upon child's failure to attend school
	RCW 28A.225.030	Petition to juvenile court for violations by a parent or child-school district responsibilities
	RCW 28A.225.215	Enrollment of children without legal residences
	RCW 28A.225.330	Enrolling students from other districts—Requests for information and permanent records—

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Withheld transcripts–Immunity from
liability–Notification to teachers and
security personnel–Rules

WAC 392-121-106	Definition–Enrolled student
WAC 392-121-108	Definition–Enrollment exclusions
WAC 392-121-122	Definitions–Full-time equivalent students
WAC 392-121-182	Alternative learning experience requirements
WAC 392-169-022	Running start student–definition