



SPRING GROVE AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students / Reviewed by Stock and Leader
Code	200
Status	DRAFT - Under Construction
Adopted	June 15, 2005
Last Revised	June 15, 2009
Last Reviewed	June 26, 2023

### **Authority**

The Board will enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definitions**

**School age** will be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[5\]](#)

**District of residence** will be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

**Parent Registration Statement** is a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property.[\[8\]](#)

### **Guidelines**

#### Enrollment Requirements

School age students will be entitled to attend the district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

The district will not enroll a student until the parent/guardian has supplied proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district will administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[11\]](#)

~~Parents/Guardians must be present at the time of enrollment/registration.~~

The district will normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district will immediately enroll students experiencing identified homelessness, students in foster care, and/or students experiencing educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board Policy, law, and regulations.[12] [14]

The district will not inquire about the immigration status of a student as part of the enrollment process. [3]

Enrollment requirements and administrative regulations will apply to nonresident students approved to attend district schools, in accordance with Board policy.[13]

### Resident Eligibility

When the parents/guardians of a student reside in different school districts, the student may attend school in the district of residence of the parent/guardian with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.[3]

If the parents/guardians of a student share joint custody and time is evenly divided, the parents/guardians may choose which of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district will be the one in which the student is then living.

### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in the student handbook, on the district website, and other efficient methods. [4]

The Superintendent or designee will may develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

- Legal
- [1. 24 P.S. 1301](#)
  - [2. 24 P.S. 1302](#)
  - [3. 22 PA Code 11.11](#)
  - [4. 22 PA Code 11.41](#)
  - [5. 22 PA Code 11.12](#)
  - [6. 22 PA Code 12.1](#)
  - [7. 24 P.S. 1303a](#)
  - [8. 24 P.S. 1304-A](#)
  9. Pol. 203
  10. Pol. 216.1
  11. Pol. 138
  12. Pol. 251
  13. Pol. 202
  - Pol. 201