

304.00.05 PROCEDURE FOR STUDENT ENROLLMENT PROCESS AND REQUESTED DATA

A. What to Expect When Visiting the Student Placement Center

Visits to the Student Placement Center may include, but not limited to, the following activities:

- Families will meet with Student Placement Center staff to share information about their student(s).
- Students will receive language assessments if a language other than English is spoken at home.
- Students and families will learn about available schools/programs and select a school.
- Students and families will meet a member of Student Wellness to review health history.

B. Who and What families should bring when visiting the Student Placement Center

1. Families should bring the student(s) who will enroll in school.
2. Families may provide the following information during their visit at the Student Placement Center. A family is not obligated to provide this information; a student may still be enrolled even if the information is not provided.
 - Birth certificate, passport, I-94, or other government issued proof of name and age
 - Previous school records/transcripts
 - Individualized Education Plan (IEP) if applicable
 - Immunization records

CROSS REFERENCE:

LEGAL REFERENCES: