

Student Admissions and Student Transfers

Section A - Introduction

In order to attend the Glenbrook High Schools on a tuition-free basis, a student is required to be a lawful resident, within the boundaries of Glenbrook High School District 225, under the provisions of 105 ILCS 5/10-20.12b, except as provided otherwise in State law.

Students who have already graduated from any high school or any non-accredited or home school are not eligible for enrollment in the school district.

As used in this policy and procedures, the term superintendent or principal includes the designee of the superintendent or principal.

Section B - Definitions of a District Resident

The residency of a person who has legal custody of a pupil is deemed to be the residence of the pupil (105 ILCS 5/10-20.12b). If the student's legal custodian(s) does not reside in the district or if any doubt arises as to the student's residency, the district may require that additional supporting documentation be provided evidencing residency within the district. Such information and documentation will be subject to verification by the district.

Except in limited situations, "a person who knowingly enrolls or attempts to enroll in the schools of a school district on a tuition-free basis a pupil known by that person to be a nonresident of the district shall be guilty of a Class C misdemeanor" (105 ILCS 5/10-20.12b(e)).

"A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a Class C misdemeanor" (105 ILCS 5/10-20.12b(f)).

A student 18 years of age or older may independently establish individual residency without reference to the student's parents' residency (755 ILCS 5/11-1).

Section C - Required Enrollment Documentation

1. Any student enrolling in the district shall be required to provide such information and documentation as deemed necessary by the district's representative who shall determine whether the student is eligible for attendance before the student may be enrolled, subject to the provisions of Section G.
2. Prior to being admitted, any student enrolling in the district shall be required to produce an official birth certificate, or other official documentation proving the student's age.
3. The school district validates residency affirmations as submitted by families on an ongoing basis, and shall request additional documentation from the student's family should it be deemed necessary by the superintendent.

Section D - Nonresident Students

A nonresident student may, at the discretion of the superintendent, be permitted to begin attending the schools of the district if the student's legal custodian substantiates, by adequate documentation, that residency will be established by the end of the first semester of the school year. Adequate documentation includes, but is not limited to, the required residency documentation outlined in Section C of this policy.

Prior to attending the schools of the district, nonresident tuition as outlined in Section H of this policy must be prepaid for the first semester by the legal custodian.

1. If residency is established by the end of the first semester, the prepaid tuition will be refunded, on a pro-rata basis.
2. If residency is not established by the end of the first semester, the student's attendance shall terminate at the end of that semester. A student may request to attend for one additional semester, with the pre-payment of tuition as previously described, and the submission of adequate documentation that residency will be established by the end of that additional semester. No further extensions will be permitted.

If a determination of non-residency has been made, the legal custodian(s) of the student, or the student who is at least 18 years of age, may request a hearing to review the determination of non-residency status. The procedures for requesting a hearing are set forth in procedures for this policy.

A student who becomes a nonresident during the school year may complete that school year without payment of tuition provided that the student was previously a resident under the provisions of (105 ILCS 5/10-20.12a(a)).

A student who becomes a non-resident immediately proceeding the conclusion of the junior year may be enrolled for the senior year. The following conditions apply to this situation:

1. The student has completed their junior year, on a tuition-free basis, as a legal resident of the district; and
2. The student's legal custodian(s) submit a letter to the superintendent which indicates:
 - a. their request that the student be permitted to complete their final year of high school at one of the district's schools; and
 - b. their agreement to pre-pay nonresident tuition as defined in Section H of this policy;
3. Instructional space and personnel are available;
4. The welfare of the student is best served by such admission and such admission will not be adverse to the best interests of the district; and
5. The student's legal custodian(s) agree that transportation will be the responsibility of the legal custodian(s).

The Board of Education reserves the right to place a non-resident student in the school that best meets the needs and conveniences of the district. The Board of Education reserves the right to terminate the

enrollment of the tuition student at the end of any semester for any reason so long as such termination is not contrary to law. No such determination by the Board shall be deemed precedential.

Section E - Students of Military Personnel

Military personnel who have changed residence due to a military service obligation may submit a written request to allow their student(s) to continue to attend the district schools, under the provisions of 105 ILCS 5/10-20.12b(a-5). The student(s)'s residence will be deemed to be unchanged for the duration of the custodian's military service obligation. Transportation will remain the responsibility of the legal custodian(s). If at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition (105 ILCS 5/10-22.5(a-5)).

Section F - Students Designated as Homeless

A student, who has conclusively been determined to be "homeless" within the meaning of federal or state law, shall be enrolled without payment of non-resident tuition. The enrollment of the "homeless" student shall not be delayed due to lack of legal guardianship or student records, under the provisions of 105 ILCS 5/10-20.12g.

Section G - Students Unable to Establish Residency

If residency has not been clearly established, a student will not be permitted to enroll and begin attendance in the district unless Section E or F is applicable. However, in extraordinary circumstances where residency verification has not been completed for good cause shown and which is beyond the control of the legal custodian, attendance may be permitted upon pre-payment of thirty days tuition as defined in Section H. If residency is not established within the said thirty days, tuition may be paid, in advance, for successive thirty-day periods until (a) residency is established, or (b), if residency is not established, tuition for the balance of the current semester is prepaid. In the absence of the fulfillment of part (a) or (b) above, the student's enrollment shall terminate at the end of the thirty days and tuition paid, therefore, shall be forfeited. If residency is thereafter established, tuition shall be refunded pro-rata.

Section H - Tuition Rate

The tuition rate for the Glenbrook High Schools shall be the most recent rate as certified by the school district's external auditors. The daily tuition rate shall be the annual tuition rate divided by 178 school days.

Section I - Students in Foster Care

The Assistant Principal for Student Services at the student's home school shall act as a liaison to facilitate the enrollment and transfer or records of students in the legal custody of the Illinois Department of Children and Family Services (DCFS) when enrolling in or changing schools (105 ILCS 5/10-20.59). The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Section J - Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any

suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the district (105 ILCS 5/2-3.13a).

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

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