



Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

(631) 348-5000

<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
5000	Student Policies	Local
Policy	Policy Title	
5150	School Admissions	

The district shall provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the district. Eligibility of homeless children to attend district schools shall be determined in accordance with federal and state law and regulation; see policy 5151 for guidance.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school.

A non-veteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Upon registration, all new students shall be enrolled and begin attendance the next school day or as soon as practicable. Students or their parents/guardians/persons in parental relation are required to present within three business days:

Documentation of age: examples of acceptable forms of documentation include, but are not limited to, a birth certificate (original or certified transcript, including a foreign birth certificate), baptismal record is sufficient, if provided no other form of evidence may be requested, an entry in a family bible, an adoption record, an affidavit from a parent/guardian, or a passport (including a foreign passport);
 Record of immunizations* and a health certificate from a licensed physician; and
 Documentation of district residency – examples of acceptable forms of documentation include, but are not limited to, a pay stub, income tax form, mortgage or lease documents to a house or apartment, telephone or utility bills or other bills sent to the student's home address, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document or a state- or other government-issued ID, documents issued by federal, state or local agencies, or judicial custody orders or guardianship papers showing residency. The district may require multiple forms of residency documentation sufficient to establish both physical presence in the district and intent to remain.

Regulations that accompany policy 5420, Student Health Services, provide additional guidance regarding immunization records.

The district shall not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent, or the person in parental relation, in any forms, meetings or other communication, at the time of and/or as a condition of enrollment.

The district shall review all submitted documentation, and make a determination of a student's eligibility to attend district schools as soon as possible, but within three business days of initial enrollment, or four days if the documentation is presented on the third day. The district may verify documentation of age from a foreign country, but will not delay enrollment during verification. At any time during the school year, notwithstanding any prior determination to the contrary, the district may make a determination that a student is not eligible to attend the district's schools, subject to the procedures outlined in the regulations of the Commissioner of Education.

The district shall post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the district website, and shall provide such materials to all parents/guardians/children who request enrollment in the district.

If the parent/guardian of a student seeking to enroll is limited English proficient, the district will meaningfully communicate material information about enrollment as required by federal law. The district will provide parents/guardians of all newly enrolled students with appropriate information including student handbooks and information about access to special education services.

Adoption date: November 8, 2010

Revision date: June 8, 2015

Cross Reference:

5150, Homeless Students

5420, Student Health Services

Reference:

Education Law §§903; 904; 3202; 3208; 4402(8)

Public Health Law §2164

8 NYCRR §100.2(y)

Student Registration Guidance, NYS Department of Education, August 26, 2010

Educational Services for Recently Arrived Unaccompanied Children, New York State Education Department, September 10, 2014

Information on the Rights of All Children to Enroll in School, U.S. Departments of Education and Justice, Revised May 8, 2014

Fact Sheet I and II: Information on the Rights of All Children to Enroll in School, U.S. Departments of Education and Justice, May 2014

Plyler v. Doe 457 US 202 (1982)