

## **Students**

### **ADMISSION**

**BP 5111**

The Governing Board encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

#### **Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for entry into grades TK-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status,

## Students

### ADMISSION

BP 5111

citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

---

#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

#### **State**

17 CCR 6000-6075

5 CCR 200

5 CCR 201

Civ. Code 51

Code of Civil Procedure 1002.7

Ed. Code 234.7

Ed. Code 46300

Ed. Code 46600

Ed. Code 48000

Ed. Code 48002

Ed. Code 48010

Ed. Code 48011

Ed. Code 48050-48053

Ed. Code 48200

Ed. Code 48350-48361

Ed. Code 48645.5

Ed. Code 48850-48859

#### **Description**

[School attendance immunization requirements](#)

Promotion from kindergarten to first grade

Admission to high school

[Unruh Civil Rights Act](#)

Provision in enrollment agreement waiving legal rights, remedy, forum, proceeding or procedure; criminal sexual assault or sexual battery

Student protections relating to immigration and citizenship status

Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

Agreements for admission of students desiring interdistrict attendance

Minimum age of admission (kindergarten)

Evidence of minimum age required to enter kindergarten or first grade

Minimum age of admission (first grade)

Admission from kindergarten or other school; minimum age

Nonresidents

Children between ages of 6 and 18 years (compulsory full-time education)

Open Enrollment Act

Enrollment of former juvenile court school students

Education of students in foster care and students who are homeless

## Students

### ADMISSION

BP 5111

*Ed. Code 49076*

*Access to records by persons without written consent or under judicial order*

*Ed. Code 49076.7*

*Student records; data privacy; social security numbers*

*Ed. Code 49408*

*Information for use in emergencies*

*Ed. Code 49700-49703*

*Education of children of military families*

*H&S Code 120325-120380*

*Educational and child care facility immunization requirements*

*H&S Code 121475-121520*

*Tuberculosis tests for students*

#### **Federal**

*42 USC 11431-11435*

#### **Description**

*McKinney-Vento Homeless Assistance Act*

*5 USC 552a*

*Records maintained on individuals*

#### **Management Resources**

*CA Office of the Attorney General  
Publication*

#### **Description**

*Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018*

*Court Decision*

*Plyler v. Doe, 457 U.S. 202 (1982)*

*CSBA Publication*

*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017*

*U.S. DOJ & DOE Civil Rights Joint  
Publication*

*Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014*

*U.S. DOJ & DOE Civil Rights Joint  
Publication*

*Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014*

*U.S. DOJ & DOE Civil Rights Joint  
Publication*

*Dear Colleague Letter: School Enrollment Procedures, May 8, 2014*

*Website*

[California Office of the Attorney General](#)

*Website*

[U.S. Department of Justice](#)

*Website*

[California Department of Education](#)

*Website*

[CSBA](#)

*Website*

[U.S. Department of Education, Office for Civil Rights](#)

### Cross References

#### **Policy**

*5111.1*

#### **Description**

[District Residency](#)

*5111.1*

[District Residency](#)

*5112.1*

[Exemptions From Attendance](#)

*5112.1*

[Exemptions From Attendance](#)

*5112.2*

[Exclusions From Attendance](#)

*5116.1*

[Intradistrict Open Enrollment](#)

*5116.1*

[Intradistrict Open Enrollment](#)

*5117*

[Interdistrict Attendance](#)

## Students

### ADMISSION

BP 5111

5117	<a href="#"><u>Interdistrict Attendance</u></a>
5119	<a href="#"><u>Students Expelled From Other Districts</u></a>
5123	<a href="#"><u>Promotion/Acceleration/Retention</u></a>
5123	<a href="#"><u>Promotion/Acceleration/Retention</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5141.3	<a href="#"><u>Health Examinations</u></a>
5141.3	<a href="#"><u>Health Examinations</u></a>
5141.31	<a href="#"><u>Immunizations</u></a>
5141.31	<a href="#"><u>Immunizations</u></a>
5141.32	<a href="#"><u>Health Screening For School Entry</u></a>
5142.1	<a href="#"><u>Identification And Reporting Of Missing Children</u></a>
5145.12	<a href="#"><u>Search And Seizure</u></a>
5145.12	<a href="#"><u>Search And Seizure</u></a>
5145.13	<a href="#"><u>Response To Immigration Enforcement</u></a>
5145.13	<a href="#"><u>Response To Immigration Enforcement</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.6	<a href="#"><u>Parental Notifications</u></a>
5145.6-E(1)	<a href="#"><u>Parental Notifications</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
6146.3	<a href="#"><u>Reciprocity Of Academic Credit</u></a>
6146.3	<a href="#"><u>Reciprocity Of Academic Credit</u></a>
6170.1	<a href="#"><u>Transitional Kindergarten</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>
6173-E(1)	<a href="#"><u>Education For Homeless Children</u></a>
6173-E(2)	<a href="#"><u>Education For Homeless Children</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.2	<a href="#"><u>Education Of Children Of Military Families</u></a>
6173.2	<a href="#"><u>Education Of Children Of Military Families</u></a>
6173.3	<a href="#"><u>Education For Juvenile Court School Students</u></a>

### Policy

### PASADENA UNIFIED SCHOOL DISTRICT

**Adopted:** January 29, 2013

Pasadena, California

**Revised:** 7/30/15; 1/25/18; 6/28/18; 4/28/22; 2/23/23