

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Active
Adopted	May 10, 2010
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## **Authority**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Definitions**

**School age** shall 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.[\[1\]](#)[\[7\]](#)

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

## **Guidelines**

School age resident students and eligible nonresident students shall be entitled to attend the school of residence in their attendance area.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations, except as follows:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

### *1. Students Experiencing Educational Instability -*

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with law, regulation and Board policy.[\[6\]](#)  
[\[14\]](#)

### *2. Children of Active Duty Military Families -*

The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's

intention to move into the district. The parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[5][15][16]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][17]

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

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[14]

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

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[9]

### Residency 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 shall be the one in which the student is currently living.

### **Delegation of Responsibility**

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

The Superintendent or designee shall 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. 24 P.S. 1302.1](#)

[6. 24 P.S. 1331.1](#)

[7. 22 PA Code 11.12](#)

[8. 22 PA Code 12.1](#)

9. Pol. 202

[10. 24 P.S. 1303a](#)

[11. 24 P.S. 1304-A](#)

12. Pol. 203

13. Pol. 216.1

14. Pol. 251

[15. 24 P.S. 7302](#)

16. Pol. 254

17. Pol. 138

Pol. 201

Interstate Compact on Educational Opportunity for Military Children (MIC3)