

## Enrollment

The superintendent or designee will develop procedures for enrolling students, recording attendance behavior and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- any history of placement in a special education program;
- any past, current or pending disciplinary actions;
- any history of violent behavior;
- adjudications or convictions described in RCW 13.04.155, which include violent offenses, a sex offenses, firearm or dangerous weapon offenses, and controlled substance offenses;
- any unpaid fines or fees from other schools;
- and any health conditions affecting the student's educational needs.

The school enrolling the student shall request the student's permanent record—including records of disciplinary actions, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance—from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.

The district will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The school district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Students Experiencing Homelessness - Enrollment Rights and Services).

The district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians.

The district will conditionally accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state (see 2100 – Educational Opportunities for Students with a Parent in the Military).

The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.



**Cross Reference:**

Board Policy 2255 Alternative Learning Experience Courses  
2100 - Educational Opportunities for Students with a Parent in the Military  
3115 - Students Experiencing Homelessness - Enrollment Rights and Services  
3143 - District Notification of Juvenile Offenders

**Legal References:**

RCW 28A.225.215 Enrollment of children without legal residences  
RCW 28A.225.216 Children of military families—Residency  
28A.225.330 Enrolling Students from other districts — Requests for information and permanent records

392-121-108 Enrollment exclusions  
392-121-122 Definitions — Enrolled and full-time equivalent students  
392-121-182 Alternative learning experience requirements  
392-169-022 Running start student — definition

**Management Resources:**

2014 - June Issue  
2020 - August Issue

Adoption Date: 03.02  
Classification: Essential  
Revised Dates:  
Current Version Adopted: 06.21