



# Administrative Regulations

South San Antonio Independent School District

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Admissions - 2023	

## Open Enrollment

South San Antonio ISD is an “open enrollment” district. As an open enrollment district, students who meet the eligibility requirements can transfer to an Angleton ISD campus that is not already at capacity. The requirements include academic, behavioral, attendance and punctuality standards.

## VERIFICATION OF AGE

The Student Registration administrator must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the administrator may accept other documents as proof of a student’s age. The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

## PROOF OF RESIDENCY

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

The student's parent, legal guardian, or other person having lawful control shall annually complete and sign appropriate registration forms. A student who has reached age 18 shall be permitted to complete and sign these forms.

## INITIAL ENROLLMENT

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residency in the District as required by law.

Examples of documentation that may be used to verify residency include the following:

1. A current lease agreement or mortgage statement;
2. A current utility bill; or
3. A government-issued photo identification card.



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For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides must provide proof of residency in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residency in the same manner as a parent.

### **CONTINUED ENROLLMENT**

After a student's initial enrollment, the District will verify residency through the annual registration forms and may investigate stated residency as necessary.

### **VERIFICATION OF RESIDENCY INFORMATION**

In accordance with law, the District may make reasonable inquiries to determine whether the student is a resident of the District, including when a document submitted for purposes of proving residency is not in the name of the adult who is enrolling the student. Based on an individual's circumstance, the District may grant exceptions to the requirement to produce a document listed above. When required by law, the District will waive the requirement to prove residency in the District boundaries.

### **EXCEPTIONS**

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for an affidavit of residency, power of attorney or authorization agreement and to the exclusion for misconduct. The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

Proof of a student's residency will be waived under the following circumstances:

#### ***VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT OR STALKING***

When the student or the student's parent or guardian is a participant in the attorney general's address confidentiality program for victims of family violence, sexual assault, or stalking, the District must accept a substitute post office box address designated by the attorney general if it is presented by a parent or student participating in the program.

#### ***HOMELESS STUDENTS***

When the student is homeless as defined by law. [See FDC]



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## ***SUBSTANTIAL CARE BY RESIDENT GRANDPARENT***

When the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care, as approved by the Board. [See FD (LOCAL).] The student may continue in enrollment as long as the grandparent provides the level of care established by the Board.

The Superintendent has authority to waive these requirements on the basis of a student's extenuating circumstances, in accordance with Board action.

### **Accreditation**

For the purposes of this regulation, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

### **Grade Level Placement**

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel;
2. Recommendation of the sending school;
3. Prior academic record;
4. Chronological age and social and emotional development of the student; or
5. Other criteria deemed appropriate by the principal.

### **Transfer of Credit**

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Before recognizing credit in a course earned in an accredited nonpublic school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.



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## **Transition Assistance**

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

## **Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]