

Enrollment and Attendance Policy

ENROLLMENT

Students are admitted to the Cleburne County School System based upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe. Children in foster care through the State Department of Human Resources shall immediately be enrolled in the Cleburne County School in which he/she resides.

All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline and individual responsibility. There is a direct relation between poor attendance and achievement. Students who have good attendance generally achieve higher grades and enjoy school more.

ENROLLMENT DOCUMENTATION

All students enrolled in the Cleburne County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. All students enrolling in the Cleburne County School System shall provide the following information:

- **Certified Birth Certificate***
- **Social Security Card***
- **Proof of Immunization (Blue Form)**
- **Copy of Parent Driver License or State Issued ID**
- **Proof of Custody when warranted (see definitions below)**
- **2 Proofs of residence: (examples below, but not limited to)**
 - Copy of lease or mortgage agreement
 - Copy of current utility bills in a parent's name (power, gas, water, telephone, etc.)
 - Property Tax Notice, Voter Registration Card

*(Preferred but not required)

AGE REQUIREMENTS

Authority: Code of Alabama (1975) §16-28-4

*Report of Attorney General of Alabama October-December 1963 Volume 113, Page 20

Attorney General's opinion – An opinion of the attorney general states in effect that under common law one's age is computed by including the date of birth so that a given age is attained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on October 2 is entitled to attend the public elementary schools at the opening of schools for that school year. Report of Attorney General of Alabama, October-December 1963, Volume 113, Page 20.

LEGAL CUSTODY DEFINITIONS

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. (The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s) of record right to have knowledge of and participate in the child's schooling.) **We do not accept custody papers that have only been notarized.**

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

HOMELESS, MIGRANT, IMMIGRANT, ENGLISH LEARNER STUDENTS, DISABLED

Children who are zoned to attend the Cleburne County School System and who are homeless, migrant, and non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

- **Residency requirement**
- **Lack of birth certificate**
- **Legal custody requirements**
- **Language Barriers**
- **Lack of Social Security Card**
- **Lack of immunization**
- **Transportation**
- **Disabilities**
- **Lack of school records or transcripts**

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families to obtain documentation necessary for school admission. Homeless children/youth or students in foster care shall not be retained due to absences or the inability to pay fees or fines.

Students in Foster Care

A student in foster care will enroll or remain in the student’s school of origin, unless it is determined that remaining in the school of origin is not in the student’s best interest. If it is not in a student’s best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even in the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records. *[Reference: 20 U.S.C.A §6311(g)(1)(E)]*

TRANSFER STUDENTS

Transfer students shall be admitted upon presentation of the most recent report card or a release from the last school attended. The principal or principal designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform school officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA. Placement and admission of students transferring from non-accredited settings, from alternative schools, correctional centers and mental health facilities who are subject to disciplinary sanctions, on probation or in need of transitional placement, shall be considered on a case-by-case basis by the local school administration. The local administration will contact the Juvenile Probation office to investigate proper placement upon admission.

ENROLLMENT/TRANSFER REQUESTS

Students requesting to enroll in the Cleburne County School System through the Department of Human Resources and Juvenile and/or Family Court will be referred to the principal’s office or designee for enrollment validation. The appropriate officials from the agencies listed above will accompany the student to the office and must have the following:

- academic records, including special education records
- transfer or withdrawal forms
- immunization record
- any other record deemed appropriate for enrollment