

ADMISSIONS

Verification of Age

The principal must verify the age of each student enrolling in the District for the first time. A birth certificate is required for prekindergarten, kindergarten, and first grade students and is preferred for all other grades. If a birth certificate is not available for students in grades 2 and above, the principal may accept other documents (school records, passport, baptismal certificate, or hospital certificate) as proof of a student's age.

Proof of Residence

At the time of registration, the parent, legal guardian, or other person having lawful control of the student under order of a court must present proof of residence in the District in the form of one or more of the following:

1. A current lease agreement.
2. The most recent tax receipt indicating home ownership.
3. A current utility bill indicating the address in the adult's name.

For a student living separate and apart from his or her parent, legal 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 residence in the same manner as a parent.

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

VERIFICATION OF RESIDENCE INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. The Superintendent or designee may verify the student's residence information by:

1. Requiring additional mail addressed to the person enrolling the student;
2. Visually inspecting the residence for evidence that the student indeed lives there; or
3. Applying the criteria outlined in the UIL Constitution and Contest Rules.

EXCEPTIONS

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

ADMISSIONS

HOMELESS
STUDENTS

1. When the student is homeless as defined by law.

SUBSTANTIAL
CARE

2. When the student is a nonresident for whom a resident grand- parent provides a substantial amount of after-school care. As approved by the Board, a substantial amount of after-school care consists of at least three hours per school day for at least four days during the regular school week.

The student may continue in enrollment as long as the grand- parent provides this level of care.

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) will provide annually to the Superintendent or designee the required information on the parent and grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. Applicants may contact the Division of Administration for further information and application.

The Superintendent or designee will have authority to approve such admissions requests in accordance with criteria approved by the Board.

**ADMISSION
INFORMATION**

The District requires completion of a form containing information on each student seeking admission. If the student is not living with a parent, legal guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, legal guardian, or other person having lawful control of the student under order of a court.

**STUDENTS LIVING
SEPARATE AND
APART FROM
LEGAL GUARDIAN**

For a student moving into the District to reside with someone other than with his or her parents, the District resident with whom the student resides must complete an Application for Determination of Residence of a Minor Living Apart from the Parent, Legal Guardian, or Other Person Having Lawful Control Under Court Order, indicating that the resident assumes parental responsibility for the student. The principal or designee will review the application to determine if the student is eligible to attend school.

Each student must reside in the District on a full-time basis. "Full-time" means that the student must spend the majority of nights in his or her residence in the District. It is unacceptable to drive into the District in order to attend school while residing outside of the District. Residing in the District only on school nights is also unacceptable to establish residency.

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Proof of residency may be established by a lease with the student's name on the lease. The apartment manager or homeowner must verify that the student is a full-time resident within the District.

The principal may ask the school attendance officer to investigate to verify residency. If the attendance officer finds evidence that the student resides outside the District:

1. The student will be withdrawn,
2. The parent will be charged tuition, and
3. The parent may be subject to criminal charges for providing false enrollment data.

**FOREIGN
EXCHANGE
STUDENTS**

NUMBER OF
STUDENTS
ACCEPTED

In accordance with a waiver granted by the Commissioner pursuant to Education Code 25.001(e), up to five exchange students will be accepted at each high school on a first-come, first-served basis after the students have met the criteria for admission. Once a high school has accepted five foreign exchange students, additional applicants may be considered for enrollment in other District high schools if space permits. The District will apply for this waiver on an annual basis.

Criteria for admission of a foreign exchange student to a District high school include the following:

CRITERIA FOR
ADMISSION

1. The applicant must be a participant in one of the state department-approved foreign exchange programs listed in the Advisory List of International Educational Travel and Exchange Programs from the Council on Standards for International Educational Travel.
2. The applicant must be proficient enough in the English language to enroll in regular education classes.
3. The student must be at least 15 years of age but no more than 18 years and six months on September 1 of the school year for which he or she is applying for admission.
4. The first five applicants at each high school meeting the above criteria and submitting completed application packets will be approved for admission.

INELIGIBLE
APPLICANTS

A student is not eligible to apply if the student has completed a high school course of study or the equivalent in another country.

ADMISSIONS

APPLICATION

The application packet to be completed by the foreign exchange student's agent applying for admission to the District will contain:

1. An official, original transcript, and the following will apply:
 - a. Students who do not want to graduate from a District high school must provide a transcript reflecting courses taken through the school year prior to application for admission, along with a description of those courses and the duration of each course.
 - b. Students who want to graduate from a District high school and participate in graduation ceremonies must provide:
 - (1) A transcript for work completed through the last semester before August of the placement year.
 - (2) An evaluation of the transcript for grade placement by an American translator association-certified organization, at the foreign exchange program's expense, that provides:
 - (a) A description of the grading system;
 - (b) A description of the courses taken; and
 - (c) An explanation of the number of hours of instruction completed during each full grading period.
 - (3) A copy of a birth certificate or passport.
 - (4) A completed statement of understanding.
 - (5) A completed checklist.

ENROLLMENT
AND PLACEMENT

Enrollment and placement requirements for foreign exchange students are as follows:

1. Requirements at the time of enrollment will include:
 - a. Submission of a transcript of courses taken the school year prior to enrollment;
 - b. Submission of current immunization records; and
 - c. Enrollment in six classes [enrollment in English as a Second Language (ESOL) is not permitted].
2. Placement in courses will be subject to school evaluation.
3. Placement in the high school will be limited to grades 9–11 only.