RICHFIELD PUBLIC SCHOOLS

NEW STUDENT ENROLLMENT REQUIREMENTS

NOTICE TO PARENTS/GUARDIANS OF INCOMING STUDENTS

Minnesota Statutes §120A.20 provides that admission to a public school is free to any person meeting age requirements who resides within the district that operates the school. M.S. §124D.03 also allows a free public education for non-resident students whose attendance is approved under various enrollment options.

Per pupil funding is received only for students who are enrolled in accordance with these laws. Thus, it is necessary for Richfield Public Schools to ensure that newly enrolled students are either residents of the District or non-residents whose attendance is approved through one of the state's enrollment option plans.

Proof of Residency

New residents enrolling students are asked to verify residency within Richfield Public Schools in any one of the following ways:

- Signed purchase agreement for a home
- Signed lease agreement
- If the parent/guardian is living in but not leasing space owned by a District resident, a letter from the District resident verifying the living arrangement.
- Driver's license
- Voter registration card
- Change of address notice obtained through the post office listing a new address within the attendance boundaries of Richfield Public Schools
- Utility bill to the parent/guardian
- Bank statement
- Bill for goods or services mailed to parent/guardian
- Other evidence offering proof that the parent/guardian has moved out of a prior residence and into the attendance boundaries of Richfield Public Schools.

Note: In accordance with M.S. §120A.20, Subd. 2, Richfield Public Schools will not deny free admission to a homeless person of school age solely because the school district cannot determine that the person is a resident of the school district.

Non-Resident Attendance Agreement

Parents/guardians who are not residents of the Richfield School District but would like their child to attend Richfield Public Schools on a tuition-free basis must complete and submit the Minnesota Department of Education General Statewide Enrollment Options Application.

Preschool

To begin the enrollment process into preschool programs, parents/guardians must complete the Richfield Early Learning Programs Application available on the RPS website: richfieldschools.org/families/preschool

Kindergarten

To begin the enrollment process into Kindergarten, parents/guardians must complete the K-12 Interest Form located on the RPS website: richfieldschools.org/enroll. Once complete, they will receive the rest of the enrollment paperwork and details on the next steps in the enrollment process. Enrollment can be completed online or via paper enrollment packets.

Some of the required paperwork includes:

- Student Enrollment Form
- Student Immunization Form
- Minnesota Language Survey
- Minnesota Ethnic and Racial Demographics Form
- Health Emergency Form
- Birth Certificate (or other reliable proof of student identity and age)
- Early Childhood Screening Results
- Residency Verification (in-district students) or the General Statewide Enrollment Options Application (for non-district families seeking to open enroll their child in Richfield Public Schools)
- Transcripts from previously attended schools (transfer students only)

K-12 Transfer Students

If the student has previously attended school in another school district, in addition to the items listed above, records from their prior school(s) must be provided. This may include any/all of the following, depending on their grade level:

- Standardized test scores
- Transcript from all previous schools, including credits and grades earned in previous courses. (If a transcript is not available, parents/guardians may bring all of their high school report cards.)
- IEP and information on special education services the student received or for which they may qualify.
- Students enrolling in grades 9-12 need to provide dates of immunizations before registering for classes. The minimum requirement is MMR (2), DPT (3) or Td (3) - one of which must have been given since the age of 11 years unless the student received a Td booster after the age of 7. If the student has received the Td booster between the ages of 7 and 11, they are then required to have another booster 10 years later. Each student must also have a record of at least 3 polio immunizations.

- Student Withdrawal Form: If the student is enrolling at Richfield High School at any time other than the beginning of the school year, documentation of courses in progress at their previous school and grades in these courses at the time of withdrawal must be provided.

High School Transfer Students Registration for Classes

Registration for classes at Richfield High School is by appointment only. In order to register students for appropriate classes, the RHS student support office requires records from the previous school. Parents/guardians can either bring the records listed above to the appointment or the records can be requested from the previous school on their behalf. The step of requesting and receiving records from the previous school must be completed before registration can occur.

Registration at the Richfield College Experience Program also requires records from the previous school. In addition, the student and parent/guardian, or the student who is a legal adult, must meet with school administration before applying for enrollment.

Dated: August 17, 1987
Reviewed: March 4, 2013
Revised: April 1, 1996; June 15, 1998; September 18, 2000; March 6, 2006; June 15, 2020; May 5, 2025