ADMISSIONS
FD (REGULATION)

VERIFICATION OF AGE

The principal or designee must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal or designee may accept other documents as specified in the Texas Education Code as proof of a student's age.

PROOF OF RESIDENCE

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 residence in the District and attendance zone in the form of one or more of the following:

1. A current lease agreement.
2. A current utility bill indicating address and the adult's name.
3. Other documents as approved by the Executive Director of Student Services.

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 residence in the same manner as a 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. Other verification of a student's residence information may be approved by the Executive Director of Student Services. In addition, a District attendance officer or another District employee may visually inspect/visit the residence for evidence that the student indeed lives there.

EXCEPTION

In accordance with law, the District will waive this requirement in the case of a student who is homeless. [See FD(LEGAL)]

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, 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, guardian, or other person having lawful control of the student under order of a court.

DESIGNATION OF PERSON STANDING IN PARENTAL RELATION

The District will request that a Power of Attorney be provided for any student not currently residing with a parent or guardian. The District will establish a timeline for the completion and return of the Power of Attorney and a procedure for waiving this request when the Superintendent or designee determines that a student's circumstances preclude compliance. Generally, Powers of Attorney are not accepted for students who have a parent or guardian residing in the District.

CHILDREN UNDER 5 YEARS OF AGE- KINDERGARTEN

A child is entitled to the benefits of the available school fund for a school year if:

1. The person is younger than five years of age and performs satisfactorily on the state assessment instrument administered to third graders and the District has adopted a policy to admit students younger than five years of age.

Education Code 25.001(a), 42.003

CHILDREN UNDER 11 YEARS OF AGE

When a child under the age of 11 years old is enrolled for the first time, the District will request previous school records (or verification of previous school records if records are provided by the person enrolling the child). If the person enrolling the child does not provide the valid prior school information and a certified copy of the child's birth certificate or other reliable proof of the child's identity, the principal or designee will notify the appropriate local law enforcement agency.

FLAGGING RECORDS OF MISSING CHILDREN

School records of all children reported to the District as missing by law enforcement authorities will be flagged so that law enforcement can be notified if there is a subsequent request for those records. If a request for a flagged record is made in person, the school will require the person to fill out a form stating the person's name, address, telephone number, the relationship to the child, and the name, address, and birthdate of the child, copy the person's driver's license, and immediately notify law enforcement. When a missing child under 11 is returned and law enforcement notifies the school, the flag will be removed.

ADMISSIONS

For the purpose of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner.

NONACCREDITED SCHOOLS

A student enrolling in a District school from a non-accredited 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 test, which may be administered by appropriate District personnel. The Woodcock Johnson Test of Achievement may be used.

2. Recommendation of the sending school.

3. Prior academic record.

4. Chronological age and social and emotional development of the student.

5. Age placement guidelines:

	"Typical" Age	Age Appropriate	Considerations for Placement
K	5-6	6-7	See above
1	6-7	7-8	Turn 9 by March 1
2	7-8	8-9	Turn 10 by March 1
3	8-9	9-10	Turn 11 by March 1
4	9-10	10-11	Turn 12 by March 1
5	10-11	11-12	Turn 13 by March 1
*6	11-12	12-13	Turn 14 by March 1
7	12-13	13-14	Turn 15 by March 1
**8	13-14	14-15	Turn 16 by March 1
9	14-15	15-16	Turn 17 by March 1

***10	15-16	16-17	Turn 18 by March 1
***11	16-17	17-18	Turn 19 by March 1
***12	17-18	18-19	Coleman Candidate

*students enrolling from out of district having no previous enrollment in the 6th grade shall be considered for placement into 7th grade before school starts

**students enrolling from out of district having no enrollment in the 8th grade shall be considered for placement into 9th grade before school starts

***first time 9th grade students, unless accepted into Coleman, are always assigned to the freshman campus and classification is based on credits (10th=6, 11th=12, 12th=18)

6. Other criteria deemed appropriate by the principal.

TRANSFER CREDIT

Before granting credit, the District shall validate, by testing or other evidence, that any course taken by a student at a non-accredited public, private, or parochial school meets State Board requirements [See EHDB]

STUDENTS FROM OUTSIDE OF US

All students enrolling from schools outside of the United States shall have their records reviewed by the Bilingual/English as a Second Language Department. Before granting credit for courses taken outside the US, the Bilingual/ESL Department Executive Director or designee and the Director of Guidance and Counseling or designee shall validate, by testing or other evidence, that any course taken by a student at an accredited, non-accredited public, private, or parochial school Meets State Board requirements [See EHDB]

EXCEPTION

Students enrolling as exchange students from other countries shall be reviewed and approved through the Office of the Director of Languages Other than English (LOTE)

APPROVED – July 2025