



Registration Procedures Manual 2025-2026

Cleveland School District

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Introduction

The student registration process at Cleveland School District consists of team work of various departments and personnel. It is critical that proper procedures, along with state and board policies are followed as pertaining to the registration process for state reporting, funding, and accountability. This manual explains the role it takes for specific departments during the registration procedure. If the registration procedures are followed correctly, it will facilitate the registration process and transition when the student shows up at their assigned campus for campus staff, parents/guardians, and the student.

Roles and Responsibilities

<p>School Administrative Assistant</p>	<p>Student registration, maintaining enrollment forms. Attendance(Daily and Monthly), Student Transfers, Truancy referrals, Processing registration in Sam Spectra. Releasing and transferring students in MSIS, Generating new student state ids.</p>
<p>Principal and or Designee</p>	<p>Student registration, Accepts and approves registration documents for student registration.</p>
<p>District Sam/MSIS Coordinator</p>	<p>Setup and Oversee the Online Registration process, train all office staff assisting in registration, assist School Administrative Assistants with Zone maps, MSIS release and transfers, Sam transfers within district</p>
<p>District Federal Programs Administrative Assistant</p>	<p>Process and Maintain all McKinney-Vento applications for enrollment and direct students towards the correct schools</p>

Enrollment Process

Setup of Online Registration in SAM Spectra by District Office personnel. This setup will meet board and state policies.

Returning students may register at the school they are Zoned for:

July 14-July 28, 2025

Returning students:

Parents will arrive at the school the student is zoned for. The parent and or legal guardian will be required to provide the school's designee with proper verification of residency; two proofs of residency that are listed within the board policy JBC:School Admission.

These proofs may include:

1. Filed Homestead Exemption, Mortgage Documents, or Property Deed
2. Apartment or Home Lease Agreement
3. Utility Bill _____ (Specify)
4. Automobile Registration

*Driver's License/ID and Voter Registration cards are NO longer acceptable proof of residency.

**Utility bills must be within 30 days of registration date.

*** A student is living with legal guardian and a certified copy of the Court Decree, or petition is pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes

The school designee will check and approve the two proofs of residency provided by the parent or legal guardian and complete the Residency/Registration and Documentation Checklist Form for each student enrolling.

Once the two proofs of residency have been approved, the school designee will give the parent or legal guardian an online registration code to be completed in Active Parent. Computers and our Computer Labs will be available at each school for the parent to complete the SAM Online Registration as needed. The parent may also fill out any required paperwork the school may request at this time.

B. Requests for Transfer

If a student is wanting to request placement at a school other than their home zone school, an in-district transfer request must be completed and signed off on by the Superintendent. The parent must complete registration for their home zoned school first. Then they will request the transfer form from their home zone school. The home zone school administrator must sign off and turn in the paperwork to the Central Office for approval or denial.

C. New to the District Students:

Parents of NEW STUDENTS will register at the Central Office. The exception to this will be Kindergarten and Pre-Kindergarten. All K and PK students will register at their home zone school.

The parent and or legal guardian will be required to provide the district designee:

1. Verification of Residency: Two proofs of residency that are listed within the board policy JBC:School Admission(Appendix A). The school will check and approve the two proofs of residency provided by the parent or legal guardian and complete the Residency/Registration and Documentation Checklist Form for each student enrolling.
2. Certified Copy of the Birth Certificate(**not hospital certificate**)
3. A Mississippi Certificate of Immunization Compliance Form(Form 121)
4. Report cards and/or other records of grade placement
5. Social Security Card(If available)

Once the above documentation has been approved, the district designee will give the parent or legal guardian their school placement. The parent or legal guardian will then take their paperwork to the appropriate school to complete registration. The parent may also fill out any required paperwork the school may request at this time.

D. Non-Resident Students:

All non-residential students must be board approved for release and acceptance. They must request to be released by their residential school district's board of education. Once release approval has been obtained, they will turn in the approval letter to the CSD Central Office and await approval of acceptance. Once acceptance into CSD has been obtained, non-residential students will complete the registration process at the school they have been placed.

E. Homeschool Students:

Homeschool students will follow the same guidelines as new students when enrolling. Parents will arrive at the school the student is zoned for. The parent and or legal guardian will be required to provide the schools designee:

1. Verification of Residency: Two proofs of residency that are listed within the board policy JBC:School Admission(Appendix A). The school will check and approve the two proofs of residency provided by the parent or legal guardian and complete the Residency/Registration and Documentation Checklist Form for each student enrolling.
2. Certified Copy of the Birth Certificate(not hospital certificate)
3. A Mississippi Certificate of Immunization Compliance Form(Form 121)
4. Report cards and/or other records of grade placement
5. Social Security Card (If available)

Once the above documentation has been approved, the school designee will give the parent or legal guardian an online registration code to be completed in Active Parent. The parent may also fill out any required paperwork the school may request at this time. Once registered, the building administrator will reach out to the District Curriculum Director and District Data Management

Coordinator to schedule a placement test for the student. Based on the assessment results and other data, committee decisions will be made regarding grade placement for the student within 5 days of the initial enrollment date.

Parent Registration into Active Parent

Cleveland School District
2025-2026 Registration for CSD Students

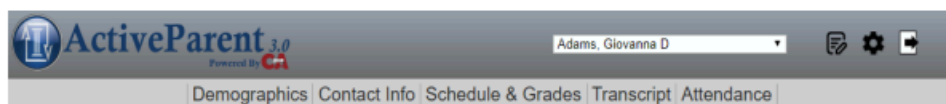
For the 2025-2026 school year, online registration will be completed through your Active Parent account. Online registration for new and returning students opens on **July 14, 2025 to July 28, 2025**. A parent or guardian of a CSD student must stop by your child's zoned school office he/she will be attending in the fall to pick up a registration code. You will receive one code per student.

Codes will not be given out over the phone. Codes will only be given out after all registration documentation has been approved.

Once you receive the registration code you will need to:

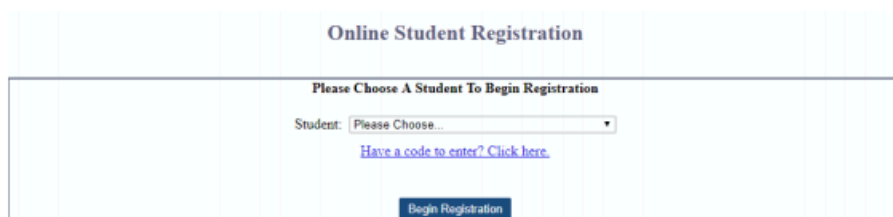
1. Log into your active parent account.

Upon logging into ActiveParent, the parent will see a new icon in the top right corner next to the **Settings** and **Logout** buttons. This new icon is the **Online Student Registration** icon.



ActiveParent header with the new OSR icon.

Upon clicking this icon, the parent will be taken to the below screen.

The image shows the 'Online Student Registration' page. At the top, it says 'Please Choose A Student To Begin Registration'. Below this is a dropdown menu labeled 'Student:' with the text 'Please Choose...' and a downward arrow. Underneath the dropdown is a blue link that says 'Have a code to enter? Click here.' At the bottom of the form area is a blue button labeled 'Begin Registration'.

2. Click the [blue](#) Have a code to enter? Click here.
3. The screen below will appear, enter your registration code.

The image shows a form titled 'Please Enter Your 12-Digit ActiveCode Below'. It features a label 'ActiveCode:' followed by three input boxes separated by hyphens. Below the input boxes are two buttons: a blue 'Redeem Code' button and a grey 'Cancel' button.

4. You will select the student in the dropdown and click the Begin Registration button.
All required fields will be marked with a red asterisk *.
 - You can save and come back later at any point by clicking the Save Progress and Continue Later button. Your current progress will be saved and you will be returned to the student selection page.

- You can also cancel registration at any point by clicking the Cancel Registration button. This will revert any changes you have made during this session and return them to the student selection page.
- You can advance through the steps by clicking the Next Step and Previous Step buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required documentation.
- Once the parent has completed all steps of registration (or verified that the already entered data is correct), they must confirm the data, enter their full name, and click Save and Finish.

Processing student registration in Sam Spectra

Administrative Assistants and/or designee will process registration for all students. After ActiveParent Users have submitted the Registration Data, Administrative Assistants will log into Sam and 'Process & Import' or 'Reject & Delete' the Data.


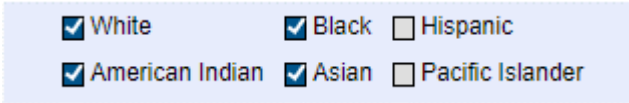

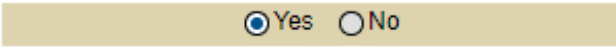
The only way to do this is located at:

Administration > Online Student Registration > Process Registrations.

After filtering and selecting a Student, the Administrative Assistant and/or designee is presented with everything the ActiveParent User has changed and the corresponding values currently in SAM for this Student (Existing Students only).

Processing the Registration Data

If there was a change to the data—or it is one of the fields listed in the Always Editable Fields section below—there will be an editable field of one of the following:

- Textbox & Date Textbox 
- Checkbox List 
- Dropdown Menu 
- Radio Buttons 

To the side of each of these editable fields is a checkbox to Approve the displayed data. This only matters if the “Process this student and import all of the above data that I have approved.” option is selected at the end of the Registration Process.

Always Editable Fields

Any field pertaining to Birth Certificate or Immunization will always be editable. This is to allow the ActiveParent Users to upload documents for the SAM Users processing this data to view them and edit these fields easily, even when the ActiveParent Users have not changed any data for these fields.

Verification of Addresses

Student and parent/guardian address changes can be verified during the Registration Approval Process. A green button at the top of the screen displays 'Verify All Addresses.' Upon clicking that button the verification procedure processes and verifies all addresses listed in the student's registration.

The screenshot shows a web interface for OSR Registration Processing. At the top, there are three buttons: 'No Previous Student' (left), 'OSR Registration Processing - Scott, Janice Lynn' (center), and 'No Next Student' (right). Below this is a section titled 'School and Template for This Registration'. A warning message states: 'Registration School cannot be changed here for existing students. The Settings Template used is chosen by the parent when they begin registration. Changing the settings template for this registration here will, upon completing the processing of this registration, attach this student registration to the newly selected settings template for use in reports and searches in the future. Please be aware that required fields for the current school template were enforced during registration. Changing the school or template may result in some missing required fields for the new school template if template settings are different.' Below the warning are two dropdown menus: 'School For This Registration:' with the value '006 - Test Summit Elementary' and 'Settings Template For This Registration:' with the value 'Student Registration'. At the bottom of this section are two buttons: 'Show Fields Not Changed' (blue) and 'Verify All Addresses' (green). Below the buttons is the section title 'Basic Student Information'.

For addresses that were verified, (Verified! This will be saved on Import) will display and a green check displays next to the address. For addresses that could not be verified, (Not Verified) will display and a red warning is placed on the address (This address is not Valid). Please be sure to check all addresses to ensure they are verified before importing. Of course, addresses can always be verified in the student folder after importing as well.

Documents - Under most sections, there is a Document Management button. ActiveParent Users can upload these files. These documents are all saved in the Student's Folder unless they are deleted during the Registration Process.

Please Note: Deleting a document is permanent and will not be restored if the SAM User clicks the "Cancel Registration Processing" button.

Submission Info & Processing Options - After manually reviewing all the Registration Data, the SAM User must select one of three options:

1. Process this student and import all the above data that I have approved.

2. Reject this student and delete submitted online registration data.
3. Return this registration & Email the ActiveParent User.

Selecting the first two options will still allow SAM Users to see the original ActiveParent User’s entered data by running the User/Admin Fields Report.

Please Note: It is recommended to utilize the “Print Screen” button before the SAM User clicks “Process & Import” or “Reject & Delete Data” to save for record keeping purposes. This can either be physically printed and stored OR may be saved as a PDF and uploaded to the Miscellaneous Student Documents for ease of access.

When returning the Registration, any change to School or Settings template will be retained and passed on to the ActiveParent User if they were saved by pressing the “Change School” button. If the ActiveParent User does not have an email address, there will be a red message stating such. Anything typed in the text field will be sent in an email and be visible within ActiveParent until this Registration is processed completely.

Merging New Student Registration

When a submitted New Student Registration matches the first and last of an existing student folder, there will be an option to view that student folder (if the user has rights to that student’s school) and to merge the New Student Registration data into the existing folder. All contacts, addresses, emails, and phone numbers for the existing student will be marked for deletion, but this can be overridden by unchecking the “Delete” checkboxes after clicking the “Merge Student” button. No information will be changed in SAM until the registration is Processed and Imported. In all OSR reports, this student will be filtered by “Existing Student” instead of “New Student.”

Secretaries should utilize the SAM District Transfer Portal to obtain all Course History from previous SAM Districts for each new to the District student.

Menu>Enrollment>Entry/Exit Registration>District Transfer>District Transfer

Student Folder/Online Registration tab

After processing the student and importing the data, the online registration information is entered into the Online Registration tab within the Student Folder. ActiveParent User information will also be displayed. The ActiveCode, Generated Date, User Name, and Date Used will be displayed. ActiveParent User Name, Description and User Status (enabled/disabled) will also be displayed. If there are any returned messages, they can be viewed here too by clicking on the ActiveParent Username, then clicking on the “Yes” button in the “Returned” column.

Previous Student		Student Folder - LastName, FirstName MiddleName - Online Registration				Next Student	
Active Codes						Generate New ActiveCode	
No ActiveCodes found for this Student.							
ActiveParent Users Attached for Registration							
UserName	Enabled	Description			Detach Student	Deactivate	
central	Yes	Central Access User					
Registration Times for central							
Date Submitted	Date Processed	Processed By	Processed/Submitted Settings Template	Approved/Imported	Returned		
12/3/2018 11:25:35 AM	12/10/2018 10:34:02 AM	CENTRAL	arst	Yes	Yes		
Returned Registrations central for last submitted time of 12/3/2018 11:25:35 AM							
Date Returned	Returned By	Sent To Email	Date Resubmitted	Explanation			
12/7/2018 10:40:39 AM	CENTRAL_TESTER	test@centralaccess.net		Please correct the grandmother's address. It is not right...			

Registration Packet Checklist

The registration packet may include but is not limited to the following:

_____ Student Enrollment Packet :  updated registration pack for 25.26.pdf

_____ Smiles To Go Permission Form:  Smiles2Go.pdf (part of online registration)

_____ Bus Assignment Form(OFFICE USE ONLY: [Student Transportation Department Form](#)

_____ Bus Permission/Request To Ride: Part of Online Registration

_____ Additional Medical/Health Forms : [Medical Authorization Form.pdf](#),

 Asthma Action Plan 2024.docx.pdf ,  Seizure-Action-Plan-doc1.doc.pdf ,

 Allergy Action Plan new.docx.pdf , [Students with Specific Dietary Needs.pdf](#),

[Special Education Dietary Needs Form.pdf](#)

_____ School Unified Dress Code (If Applicable)

_____ School Supply List (If Applicable)

APPENDIX A

Policy: JBC

SCHOOL ADMISSION

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

ENROLLMENT AGE

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

EVIDENCE OF AGE

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

1. A certified birth certificate;
2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
3. An insurance policy on the child's life which has been in force for at least two (2) years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
7. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades

2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 (2002)

PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. ' 37-15-11 (2002)

GENERAL ELIGIBILITY

1. This school district shall admit into its free public schools all minor-age children (MS Code ' 1-3-27) and all compulsory school age children as defined by in MS Code ' 37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code ' 37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. ' 37-15-29; ' 37-15-13
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. ' 37-15-11
5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. ' 37-15-1
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

1. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
 2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
 3. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
 4. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. ' 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. ' 37-15-9 (3)
8. No child shall be allowed to enroll in or attend any school without a valid immunization certificate. ' 37-15-1 Valid certificates include:
1. Form 121 -- Certificate of Compliance
 2. Form 121-A -- Medical Exemption Certificate
 3. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121 T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A. RESIDENCE VERIFICATION PROCEDURE

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.

Residency may be determined in the following manner:

1. **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.
 - a. Filed Homestead Exemption Application form
 - b. Mortgage documents or property deed
 - c. Apartment or home lease
 - d. Utility bills
 - e. Driver's license
 - f. Voter precinct identification
 - g. Automobile registration
 - h. Affidavit and/or personal visit by a designated school district official
 - i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
 - j. Certified copy of filed petition for guardianship if pending and final decree when granted

2. **HOMELESS CHILDREN** - When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

3. **STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**
 - a. The non-parent(s) claiming district residency must meet the criteria of subparagraph 1 (a) through (j) above, required of a parent or legal guardian.

 - b. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 - Death or serious illness of the child's parent(s) or guardian(s);
 - Abandonment of the child;
 - Child abuse or neglect;
 - Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;

- Students enrolled in recognized exchange programs residing with host families.

c. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

4. STUDENTS OF MILITARY FAMILIES

a. A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation with this state while on active military duty pursuant to an official military order. A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets these requirements, including enrollment in a specific school or program within the school district.

b. The parent of a pupil who meets these requirements shall provide proof of residence to the school district within ten (10) days after the published date provided on official documentation.

c. The parent may use the address of any of the following as proof of residence.

- A temporary on-base billeting facility.

- A purchased or leased home or apartment.

- Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture.

The school district may require additional documentation and verification at any time.

At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedence over any procedure contained herein.

TRANSFER STUDENTS

(See also Policy JBCD Transfers and Withdrawals of Students)

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. ' 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred.

Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any school, public, private or homeschool, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1) (d)

The Mississippi Public School Accountability Process Standard for this policy is standard 7.

LEGAL REF.: MS CODE " 37-15-1; 37-15-3; 37-15-9; 37-15-11;
37-15-13; 37-15-29; 37-15-31; 37-13-33; and 41-23-37; 42
United States Code Sections 11431 - 11434 State Board of Education:
Residency Verification Process

CROSS REF.: Policy JQN Education for Homeless Children and Youth

Last Review Date: April 15, 2024
Review History:[1/1/1900][1/1/1901]

Exhibits:

Regulations:

References:

- 37-15-1 - Maintenance of permanent records and cumulative folders for pupils; requirement of certified birth certificate or other evidence of age.
- 37-15-11 - Requirement that parent, legal guardian, or legal custodian accompany child applying for enrollment.
- 37-15-13 - Assignment of child enrolling in public schools to particular school or attendance center generally
- 37-15-29 - Minor child to attend school in district of residence; exceptions.
- 37-15-3 - Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records.
- 37-15-31 - Transfer of students between school districts generally.
- 37-15-33 - Testing of transfer students; assignment of students.
- 37-15-9 - Requirements for enrollment of children in public schools.
- 41-23-37 - Immunization practices for control of vaccine preventable diseases; school attendance by unvaccinated children.

Original Adopted Date:	10/10/2022	Status:	Adopted
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Section: J Students

Policy Code: JBC School Admission