

Entrance, Placement and Transfer

Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set forth above, shall be allowed to enter the first grade.

Required Records

These documents are required for admission to-all-District schools (subject to provisions of McKinney Homeless Assistance Act, See District Policy 3060).

- Immunization Records or an Exemption and
- Birth Certificate

Immunizations

PRESCHOOL & K-12

IMMUNIZATION DOCUMENTATION REQUIREMENTS

Idaho Statute [39-4801](#) requires students attending preschool and grades K-12 of any public, private, or parochial schools to meet the minimum immunization documentation requirements upon admission. Parents and guardians must provide their child's immunization record to school officials, unless an exemption is claimed ([39-4801](#)).

IMMUNIZATIONS REQUIRING DOCUMENTATION, BY GRADE		
Preschool & Kindergarten-6 th Grade	7 th Grade-11 th Grade	12 th Grade
(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) Booster (1) Meningococcal (MenACWY) ⁵	(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) Booster (2) Meningococcal (MenACWY) ⁵

1. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older and at least 6 months after previous dose.
2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Hepatitis B: The use of combination vaccines may result in an extra (4th) required dose of Hepatitis B.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (MenACWY) vaccine upon admission to 7th grade. A second dose of MenACWY is required upon admission to 12th grade. However, if a child received their first MenACWY vaccine at age 16 years or older, no additional MenACWY doses are needed upon admission to 12th grade.

A statement must be received from a parent/guardian of any student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations. The statement must be provided to the school at the time of first admission and before attendance providing the following information:

1. Name and age of student
2. School attending and grade in which the student is enrolled
3. Type, number and dates of immunizations to be administered
4. Signature of the legal parent/guardian providing the information; and
5. Signature of a physician or physician's representative.

If a student is admitted to school and fails to adhere to the schedule of intended immunizations, that student will be informed in writing for exclusion from school until documentation is presented setting forth the administration of the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above;
2. A signed statement of a licensed physician stating that the student has had Measles or Mumps disease diagnosed by the physician upon personal examination;
3. A signed statement of a licensed physician that the student's life or health would be endangered if any or all the required immunizations are administered; or
4. A signed statement of the parent/guardian setting forth the following information:
 - a. Name of the student; and
 - b. A statement of objection on religious or other grounds.

A birth certificate must be provided upon enrollment of a student for the first time in elementary or secondary school. The District shall notify the person enrolling the student in writing that a birth certificate must be provided within thirty (30) days. Either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and birth date, which must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate are acceptable. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. Any person enrolling a student who fails to provide the information within the requested thirty (30) days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. *Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request...shall constitute a misdemeanor.*

If a school in which a student is currently enrolled receives notification by the Department of Law Enforcement of a missing or runaway child report regarding a particular student, the school will flag the record in a manner that whenever a copy of or information regarding the record is requested, the school will be alerted to the fact that the record is that of a missing or runaway child. The school will immediately report any request concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The flag on a student's record will be removed by the school upon notification by the Department of Law Enforcement.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the board.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with the teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the classroom teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation
2. Length of course, school day and school year
3. Content of applicable courses
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction)
5. An appropriate evaluation of student performance leading toward credit issuance
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees

Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous and which is meeting annual yearly progress requirements. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents or guardians of students shall be notified that the school has been designated as persistently dangerous within ten (10) days of being so designated. Within twenty (20) days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Cross Reference:	3060 4160	Education of Homeless Children Parents Right to Know Notices
Legal Reference:	Art. IX, § 9, I.C. § 18-4511 I.C. § 33-201 I.C. § 33-209 I.C. § 39-4801 I.C. § 39-4802 20 U.S.C. § 7912 20 U.S.C. § 6313 42 U.S.C. § 11432	Idaho Constitution – Compulsory Attendance at School School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records School Age Transfer of Student Records – Duties Immunization Required Exemptions Unsafe School Choice Eligible School Attendance Areas Education of Homeless Children and Youths

Policy History:

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