School Admissions and Student Transfers To and From Non-District Schools

Only students whose parent(s) or legal guardian(s) resides within the district boundaries may enroll in school.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7.60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. armed forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Future Residents

Students who are eighteen years of age or older and parent(s) or guardian(s) of students who produce satisfactory evidence of intent to establish a residence in the District may enroll, or enroll their children, respectively, in the District schools from the beginning of the appropriate semester. Such pupils shall be charged tuition on a per diem basis if they fail to establish residency by the agreed upon date. A copy of a home purchase contract or a lease agreement may be accepted as satisfactory

evidence of intent to establish residency. If the student or family has not moved into the district by the agreed upon date, the student shall be denied eligibility for continued attendance.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6.140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6.110, *Programs for Students At Risk of Academic*

Failure and/or Dropping Out of School and Graduation Incentives Program). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7.210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

Summer School

Non-resident summer school pupils may be enrolled upon the payment of the tuition charge as determined by the Board of Education and upon approval of the Summer School Director.

Special Early Admissions

The Board of Education recognizes that from time to time an elementary school student may possess needs beyond that which can be provided by the elementary school district in which he or she is enrolled.

In such situations, the Superintendent or designee may grant permission for that student to enroll in a course or courses in District 99 prior to the completion of the eighth grade, provided the student satisfies the established criteria, is a resident of District 99 and that such enrollment does not result in additional expenses for instruction.

If admitted, there shall be no tuition charge for a student enrolled in a course or courses under the terms of this policy. The Board of Education charges the superintendent with the responsibility of developing the appropriate criteria, rules, and regulations to correspond with this policy.

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