

K-12 Enrollment

Registration Requirements

In order to enroll a student in any grade within Fargo Public Schools District (“District”) specific information must be provided to the office of the school where the student will attend, including:

1. Parent or Guardian proof of identity;
2. Proof of residency within the Fargo Public School District boundaries;
3. Proof of student’s identity; and
4. Student’s immunization record;

Pursuant to North Dakota Century Code, 15.1-06-01, to enter kindergarten, the student must be five (5) years old by August 1 preceding the fall term. To enter grade one, the student must be six (6) years old by August 1 preceding the fall term.

Proof of Identity - Any new entrant to Fargo Public Schools

North Dakota Century Code § 12-60-26 “requires the child’s parent, guardian, or legal custodian to present to the school” proof of identity of the child within forty (40) days of enrollment. The purpose of this requirement is to determine the identity of the student. For purposes of this section, “Proof of Identity” means a certified copy of a birth certificate, a certified transcript or similar student record from the previous school or any other documentary evidence the school or superintendent considers appropriate proof of identity. The Superintendent has determined the following documents are also appropriate proof of identity for enrollment in Fargo Public Schools:

1. U.S. Passport or U.S. Passport Card
2. Report of Birth Abroad issued by the U.S. Department of State
3. Certificate of Naturalization
4. Certificate of Citizenship
5. Permanent Resident Card
6. Foreign Passport
7. I-94 Card

The Superintendent reserves the right to approve additional documentation deemed appropriate proof of identity.

If the parent, guardian or legal custodian does not present the proof of identity required within forty (40) days of enrollment, the District is legally required to notify the North Dakota Bureau of Criminal Investigation and local law enforcement authority that no proof of identity has been presented for the child.

Fargo Public Schools – Residency Requirements

1. Eligibility to attend based on residence

Attendance in the District shall be free to any student over five and under twenty years of age who reside within the District’s boundary area. Those who meet this requirement include:

- a. Students who are living with a parent or guardian whose permanent home is located within the district.
- b. Students who are living with a parent or guardian who is temporarily residing within the boundaries of the district.
- c. Students who are under the guardianship of the Cass County Social Services and have been placed in a residence within the boundaries of the district.
- d. Students who have been placed by court order in the home of someone who lives within the boundaries of the district.
- e. Students with disabilities who reside in a supervised, supportive, or independent living arrangement and are their own legal guardian or guardian of the state, or who are younger than 18 and parents/guardian reside within district may enroll in the district.

Students may be eligible to attend a District school due to homelessness. A homeless child or youth is defined as a child or youth between the ages of six and eighteen who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, some other form of shelter not designed as a permanent home, or who is living in a community shelter facility, including students who are the child of a parent or guardian who moved to another district as the result of being homeless or students who are temporarily staying with someone in a neighboring district as the result of being homeless. *See also AP 4280 and AP 6110.*

The Superintendent or designee may review on an individual basis residency eligibility for students who are living with a person, other than the parent or guardian, who is living within the boundaries of the district and is supporting the child without compensation because the parent cannot support the student due to family or economic hardship.

2. **Proof of Eligibility**

At the time of registration, families will be required to provide proof of their eligibility to enroll a student in the District. The documentation provided will be evaluated and if acceptable, the student will be determined eligible to enroll and attend school.

If inaccurate documents or no proof of residency is provided, the student will not be permitted to enroll at that time, unless the student is homeless.

The District is required to provide a free education to all children who reach age 5 before August first of the year of enrollment, and who have not reached age twenty-one (21) before August 1 of the year of enrollment and who are **domiciled** in the district. **Domiciled** means that the student is living with a parent or guardian whose permanent home is located within the boundaries of the district.

- A home is permanent when the person intends to return to it when absent and has no present plan to move from it, even though they have existence of homes or residences elsewhere.
- Residency requires bodily presence as an occupant in a given district.

- If, at any time, you or your child change domicile or residence, you must report this information immediately to the school building administrative assistant.
- It is the policy of the Board that should the district discover that a child is not a legal resident of the district and is illegally attending school within the District, the District will assess the parent or guardian the full cost of the tuition for such attendance. Any additional costs for special education services will be added to the regular education costs.
- If a student under foster care is living in a foster home outside of the school boundary, they are allowed to attend their original school if it is determined to be in their best interest.

If a child custody order exists, it must be reviewed by building administration to determine if the Court has specified the student's residence for purposes of attending school. A Court cannot require that a student attend a specific school; however, the Court can identify which parent's address should be used for school enrollment.

Students with Residency Change During the Year

Students whose residency status changes from resident to non-resident during the school year may complete the semester begun prior to the move before tuition is charged if the parents or guardians desire and they remain North Dakota residents.

If the change to nonresident status occurs during the senior year, the student may continue without tuition to complete their high school education in the District as long as they remain a North Dakota resident. Students whose residency status changes to another state must be unenrolled within two weeks of moving.

The District is not responsible for transporting students who are not residents of the District. If a student is no longer a resident and their attendance reaches Tier 3, the District may require the student to enroll in their district of residence prior to the end of the semester.

PROOF OF RESIDENCY DOCUMENTS REQUIRED

The parent or guardian of any registering student must provide residency documentation as follows:

TYPE OF RESIDENCY	PRIMARY (one of the following)		SECONDARY (two of the following)
Own	Property Tax Statement (confirm "dwelling" indicated on bill, not just land)	Purchase Agreement (confirm "dwelling" or "house")	<u>Documents with address accepted:</u> • Any utility bill • Any Insurance Documents • Pay Stub • Car Registration
Rent	Official Lease or Rental Agreement with expiration date*	Notarized Affidavit of Residence (renting with no Lease) (Requires in-person registration)	Secondary documents can be provided by a renter and/or landlord

* Update annually

3. In-eligibility to Attend

The District will investigate any student's residency status where there is reason to believe that the student may not be legally domiciled. Should the District discover that a child is not a legal resident of the District and is illegally attending, the District will assess the parents the *full cost of the tuition* for any period of ineligible attendance. Any additional costs for special education services will be added to this figure.

4. Procedures

The Superintendent will establish procedures for registration of students including written notification of the registration process, eligibility or ineligibility to enroll, provisional enrollment status, ineligibility to attend, and rights and provisions of the appeal process.

School Records - Transfer Students

1. When a student transfers into the District, the school in which the child wishes to enroll must request appropriate school records for the child's previous school within forty (40) days of enrollment.
2. When a student transfers out of the District, records must be sent within ten (10) days from the receipt of the request for records.
3. Foster Care students transferring from one school district to another can enroll immediately without producing records normally required for enrollment.

All District staff will adhere to NDCC 12-60-26 school enrollment procedures and 15.1-20-03 compulsory attendance.

Nonresident Students - Admittance Procedures

The Superintendent or designee will accept non-resident students only under the following conditions:

- Nonresident students may enrolled in the District according to the conditions of Administrative Policy 6715 Open Enrollment.
 - Nonresident students may be enrolled in the District provided space is available in accordance with Administrative Policy 6715.
 - Proof of guardianship must be provided upon request by the principal in those cases where the enrolling student is not living with their natural or adoptive parents.

If a nonresident student does not enter the District through the conditions of Administrative Policy 6715 Open Enrollment, the following conditions apply:

- Special education students will be accepted, consistent with inter-district plans incorporated in a "state approved plan for special education" in Fargo.

- Students who are placed in the District by order of the court, juvenile authority, or other recognized legal authority will be accepted.
- Appropriate tuition costs are paid by the sending district or by the student's parents or guardians.
- Career and Technical Education students will be accepted on a space available basis. Students are accepted upon recommendation of the director of career and technical education and the superintendent of schools. Costs assessed by the resident district or the parent or guardian shall be a proportion of tuition.
- Administrative denial of a tuition agreement with nonresidential pparents or guardians may be appealed to the Superintendent.
- Tuition-free agreements can be made to enable a student to attend school within the District because of special circumstances if approved by the Superintendent or their designee.

Enrollment of Suspended or Expelled Students

A student who has been suspended or expelled from the District in accordance with District Administrative Policy 6320 Suspension and Expulsion is not eligible to attend any other school within the District until eligible to return to their original school unless specifically authorized by the Expulsion Hearing Officer.

Any student who has been suspended or expelled from another district will not be permitted to enroll in the District until eligible to re-enroll in their former District or until the Superintendent, or their designee, has reviewed the prior suspension or expulsion and determined that the suspension or expulsion was illegal or improperly imposed.

Legal Reference(s)

- NDCC 12-60-26. School enrollment procedures to aid identification and location of lost, missing, and runaway children
- NDCC 15.1-20-03. Compulsory attendance law - Enforcement - Penalty
- NDCC 15.1-29-13. Tuition payments - Nonresident students

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