

Descriptor Term: ADMISSION OF RESIDENT STUDENTS  
Descriptor: JFAA Issued: Draft  
Rescinds: JFAA Issued: 07/14/2009  
JFAA-E Issued: 10/13/1998

## BOARD POLICY

Admission requirements for enrollment in the Tupelo Public School District include the following:

### Initial Enrollment

1. Evidence of the age of the child.
  - 1.1. A valid birth certificate or certified copy thereof; if not available, the next evidence of the age of the child obtainable in the following order shall be accepted:
  - 1.2. 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;
  - 1.3. An insurance policy on the child's life that has been in force for at least two years;
  - 1.4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
  - 1.5. A passport or certificate of arrival in the United States showing the age of the child;
  - 1.6. A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
  - 1.7. If none of the foregoing evidence can be produced, an affidavit of age sworn to by a parent, grandparent or custodian.
  - 1.8. A child enrolling in kindergarten or first grade 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.
2. Verification of required inoculations.
3. Completion of necessary student information documents.
4. Attainment of the age of five years on or before September 1 of the current year for kindergarten, or six years prior to on or before September 1 of the current school year for first grade.
5. Proof of residency within the District.
6. Students transferring into the District must meet the foregoing requirements and provide the cumulative record from the last school attended.  
~~Proof of residency within the District.~~  
~~Completion of necessary student information documents.~~

7. Parent(s) **or** legal guardian(s), ~~or legal custodian~~ must accompany a minor child seeking enrollment in the District for the first time.

8. The immigrant status and/or English speaking status of a student ~~cannot~~ **shall not** prohibit him/her from enrolling in the ~~tupelo Public School~~ District.

9. In the event that any student, ~~even~~ though legally transferred or otherwise entitled to attend school in the District, who is under expulsion from another school district should seek enrollment, the Board may request a written report from the expelling school district and review the case and conditions under which the student was expelled. The Board may conduct a hearing or appoint a hearing officer for the purpose of considering the reason(s) for expulsion of the student, and may refuse to enroll a student under expulsion from another school district when such reason for expulsion is deemed to be for sufficient and good cause.

**10. The Board authorizes the superintendent to promulgate regulations and procedures consistent with this policy.**

#### ADMINISTRATIVE PROCEDURE

##### 1. Verification of Residence.

For the purpose of school attendance the place of residence of a student is defined as that place where a student physically resides full-time. ~~inclusive of weekdays and weekends.~~ Any new students enrolling ~~or entering~~ **in** the District, ~~or~~ **and** continuing students whose residence ~~has~~ **has** changed, will be required to verify their residence address as a part of the registration process. The parents/guardians of continuing students whose residence has not changed must sign a Declaration of Residency Form. A parent or legal guardian seeking to enroll a student must provide the District with at least two of the items listed below as verification of residency ~~except that~~ (any document which lists a post office box as an address can not be accepted):

1. Filed Homestead Exemption Application form;
2. Mortgage documents or property deed;
3. Apartment or home lease;
4. Utility bills;
5. Driver's license;
6. Voter precinct identification;
7. Automobile registration;
8. Affidavit and/or personal visit by a designated school district official;
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district;

~~In the case of a student living with a legal guardian who is a bona fide resident of the District, a certified copy of a filed petition for guardianship must be presented to the district if pending and a final decree, when granted, must be presented to the district.~~

## 2. Homeless Children.

When a child is determined to be homeless, the District shall consider and take enrollment action that is in the best interest of the child.

## 3. Students Living with Nonparent

3.1. When a student is living with adults other than parents or legal guardians, the non-parent claiming District residency must meet the same criteria required of a parent or legal guardian.

3.2. The nonparent ~~District resident~~ must provide the school with an affidavit stating his or her relationship to the student, that the student will be living at his/her abode full time, and provide documentation fully explaining the reasons for this arrangement.

3.3. The superintendent or designee ~~will~~ shall make the ~~necessary factual~~ determination ~~as to whether to admit the student.~~

3.4. Examples of situations where “in loco parentis” authority of a ~~nonparent~~ adult should 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 which have a detrimental effect on the child;
- Students enrolled in recognized exchange programs residing with host families.

3.5. ~~The District may require the~~ ~~Whenever appropriate the person~~ ~~nonparent~~ who has assumed responsibility for the care and custody of the child ~~shall be encouraged to obtain legal guardianship. of the child.~~

4. Each principal is responsible for ensuring that only students eligible to attend that school are in fact enrolled and attending.

5. ~~The requirements as stated above are minimum requirements and the school district may~~ The District reserves the right to require additional documentation and verification at any time.

6. ~~At a minimum,~~ The District shall maintain on file a ~~written instrument identifying the types of~~ ~~copies of all~~ documents used to verify each student’s residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition ~~of~~ ~~or~~ decree.

## EXHIBITS

JFAA 1.0910 insert the exhibit Pam has developed.

## REFERENCES

MCA § 37-15-1, 37-15-9, 37-15-11, 37-15-31

## FORMS

Add form(s) if we use them.

## **RESCINDS**

JFAA Issued: 07/14/2009

JFAA-E Issued: 10/13/1998

JFAA 1.0910

### **Procedures to Enroll Students Living with Custodial Parent or Nonparent**

#### **1. Students living with custodial parent**

In case of separated or divorced parents, the court order granting custody of child(ren) will be the determining factor for school enrollment and residency.

#### **2. Students living with adult other than parent or legal guardian**

2.1. Any person who has assumed responsibility for the care and custody of a minor child must seek legal guardianship in order to enroll the child in the District. If the student already has a legal guardian, a copy of the court order appointing the guardian must be provided.

2.2. The court order must establish a general guardianship. Any guardianship formed solely for the purpose of establishing residency for school district attendance purposes, or for educational purposes only shall not be recognized.

2.3. The guardian must reside in the zone in which the student is attempting to enroll.

2.4. If a Petition for Guardianship has been filed but not yet ruled upon by the court, the prospective guardian must provide a file-stamped copy of the petition. The District may allow a student to enroll pending the ruling by the court granting the guardianship.

2.5. The nonparent(s) claiming District residency must meet the same criteria as that of parents/legal guardians.

#### **3. Non-Compliance:**

3.1. Any person suspected of violating this policy will be investigated.

3.2. Matters that cannot be resolved by the principal will be referred to the superintendent or designee for additional investigation and further action.

3.3. Students enrolled in a school without proper residence verification and without an approved transfer will be withdrawn from the school in which they are improperly enrolled.

Questions concerning these procedures may be directed to:

Director of Student Support Services

(662) 841-8955