



# UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

**TOPIC** Review of FD (REGULATION): Admissions

**SUBMITTED BY:** Gloria S. Rendon **OF:** Asst. Superintendent for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

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Review of FD (REGULATION): Admissions

ADMISSIONS

REGISTRATION

Before a minor student (under 18 years of age) can be officially admitted to District schools, appropriate registration forms must be completed and signed by the person having legal custody of the student and residing in the District. Students who have reached 18 years of age may complete and sign the forms themselves. Education Code 25.002 states that the school must enroll a child whose parent or guardian cannot furnish the school with proper documentation at the time of registration. Subsection "c" of the same cite states the school will notify the policy department and request a determination of whether the child had been reported as missing if the parent or guardian has not furnished the school with the proper documentation within 30 days of the child's enrollment in the District.

The following items are required for registration of students:

1. Registration form completed by parent or legal guardian as necessary;
2. One of the following documents in the parent's/guardian's name and showing a physical address located in the District. Acceptable forms of documentation include: a current water, gas, or electric bill; an unexpired lease/contract; a rent receipt; or other documentation verifying residency. Additionally, the parent/guardian shall provide a current Texas driver's license, a military identification card, or a current Texas Department of Public Safety identification card showing the same address as the other form of residency. Exceptions to the required documentation will be made on a case-by-case basis with the understanding that some form of documented evidence demonstrating that the student lives within the boundaries of the District and has a present intent to remain there must be provided upon enrollment and whenever required;
3. A copy of an official birth certificate to verify proof of age and local name. Official court documents verifying the student's name change are also required by the District if the student's name is different from what is recorded on the birth certificate and or Social Security card;
4. Current immunization records;
5. A copy of the student's Social Security card or Texas State ID number; and
6. The last report card and/or withdrawal form from the previous school, if applicable.



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In the absence of the above, a staff member will be sent to the home to confirm the student's residency.

### FALSE INFORMATION

A person who knowingly falsifies information on a form required for a student's enrollment in the District will be liable to the District for payment of tuition if the student is found to be ineligible for enrollment. The parent or guardian will be charged for the period during which the ineligible student was enrolled. The person will be liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expenses, whichever is greater. The District will charge a minimum of \$15 per school day the student was enrolled.

Any investigation that documents that a student is ineligible for enrollment in the District or is enrolled in a school outside of his or her attendance zone will result in the opportunity for a due process conference with the student's parent or guardian and campus administration prior to any decision being made to withdraw the student from the District or current campus. Students who may be administratively withdrawn due to residency issues will remain enrolled in the District or at the campus pending all appeals.

The District will include on its enrollment form notice of the legal penalties and liability for falsifying information on the form.

### HOST FAMILY

When the student's parent(s), together with the child, reside within the District in the home of another family, the District requires both the owner/renter of the residence and the parent, legal guardian, or other person having legal custody of the student to come to the school and complete the registration process and meet with a school official to complete the Residency Questionnaire. In addition, the following documentation must be provided:

1. A notarized HOST Family Enrollment Application form.
2. Other documents required for initial registration.

HOST family status is valid only for the current school year and must be renewed annually.

Any investigation that documents that a student does not reside within the boundaries of the District or resides outside the boundaries of his or her attendance zone will result in the opportunity for a due process conference with the student's parent or legal guardian and campus administration prior to any decision being made related to withdrawal of the student. Students who may be administratively withdrawn due to residency issues will remain enrolled in the District or at the campus pending all appeals.

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MINOR LIVING APART

The following administrative regulations are in effect for any minor student (under 18 years of age) who is living separate and apart from his or her parent, guardian, or other person having lawful control of him or her under court order. The District will require the individual assuming responsibility to do so through a Power of Attorney and to come to the school, complete the registration process, and meet with a school official to complete the Residency Questionnaire. In addition, the following documentation must be provided:

1. A Power or Attorney Information Form executed by the student's parent, guardian, or other person having lawful control of the student under a court order in favor of the person in the District with whom the student is residing.
2. Other documents required for initial registration.

The Power of Attorney is valid only for the current school and must be renewed annually.

Any investigation that documents that a student does not reside with the person who has accepted legal responsibility for the student, is not residing within the boundaries of the District, or resides outside the boundaries of his or her attendance zone will result in the opportunity for a due process conference with the student's parent or legal guardian and campus administration prior to any decision being made related to withdrawal of the student. Students who may be administratively withdrawn due to residency issues will remain enrolled in the District or at the campus pending all appeals.

NONRESIDENT  
STUDENT IN  
GRANDPARENT'S  
AFTER-SCHOOL CARE

The grandparent and the parent, legal guardian, or person having lawful control under court order of a nonresident student requesting admission under Education Code 25.001(b)(9) must provide to the Superintendent's designee the following forms:

1. A notarized copy of the District's Grandparent Care affidavit form; and
2. Acceptable documentation confirming the residency of the nonresident student's grandparent.

The District requires the grandparent and the parent, legal guardian, or person having legal custody of the student to come to the school and complete the registration process.

The Superintendent's designee will have the authority to approve or deny admission requests in accordance with criteria approved



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by the Board, including consideration of the availability of space and instructional staff.

The Grandparent Care Affidavit form is valid only for the current school year and must be renewed annually.

SUBSTANTIAL  
AFTER-SCHOOL  
CARE

The District defines a substantial amount of after-school care as a minimum of three hours per school day for four days during the regular school week.

Verification that the after-school care is being provided by the grandparent will be documented by the District. Any investigation that documents that the grandparent is not providing the required substantial care will result in the opportunity for a due process conference with the student's parent or legal guardian and campus administration prior to any decision being made related to withdrawal of the student. Students who may be administratively withdrawn due to residency issues will remain enrolled in the District or at the campus pending all appeals.

The District will only provide after-school transportation for a nonresident student admitted under this provision if the grandparent resides in an area designated for transportation services. No new transportation routes will be created.

BIRTH CERTIFICATE

A copy of the student's birth certificate, or equivalent, shall be submitted to the District for a student in early childhood, prekindergarten, kindergarten, or grades 1–12 who is entering District schools for the first time.

ACCEPTABLE  
DOCUMENTS FOR  
STUDENT  
IDENTIFICATION

The original document, certified copy, or photocopy made and certified by the county clerk or other official of any of the following documents is acceptable for proof of identity under Education Code 25.002:

- Adoption records;
- Birth certificate;
- Driver's license or state-issued identification;
- Passport; or
- Any other legal document that establishes identity.

VERIFICATION OF  
RESIDENCE  
INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. The Superintendent or designee may verify a student's residence information by:

1. Investigating returned mail;

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2. Investigating verbal and/or written reports;
3. Searching address, tax, driver's license, and/or other records via Internet sources and Web tools;
4. Applying the criteria outlined in the UIL Constitution and Contest Rules; or
5. Ordering a visual inspection of the residence by a District attendance officer.

Upon completion of the verification process, a student who is determined to not be residing within District boundaries will be withdrawn and a tuition bill will be issued as appropriate.

### EXCEPTIONS

#### HOMELESS STUDENTS

Proof of a student's residency will be waived in the following circumstances:

1. The student is homeless as defined by law;
2. The Department of Family and Protective Services (FPS) has taken possession of the student and the student is not in foster care; or
3. The student is a District high school student and the FPS has taken possession of the student, who is temporarily placed with a foster family residing outside of District boundaries.

### ADMISSIONS OFFICER

The associate superintendent for student support services is designated as the admissions officer for the District.

### PROCEDURE FOR APPEAL

If the student, the student's parent, guardian, or other person having lawful control of the applicant under court order, or the person(s) with whom the student resides in the District disagrees with the initial determination of residence by the principal or designee, an appeal of that decision may be taken to the admissions officer by making a written request within 15 days of the decision. The admissions officer shall take one of the following actions:

1. Affirm the initial decision of the principal.
2. Send the matter back to the principal for further factual inquiry.
3. Reverse the initial decision and make an independent finding of residency. If the independent finding of residency confirms that the student's presence in the District is not for the primary purpose of participation in extracurricular activities, the student may be enrolled in the District.



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Further appeals may be filed in accordance with FNG(LOCAL), beginning at Level Two.

## WITHDRAWAL PROCEDURES

### RESPONSIBILITIES

The principal of each campus is responsible for assuring that accurate leaver data is reported to the PEIMS coordinator for the PEIMS fall submission.

### DESIGNATED STAFF

The principal will designate staff members responsible for ensuring the withdrawal process is adhered to as established by this administrative regulation. . The designated staff members will act as the authorized representatives of the superintendent for the purpose of signing withdrawal forms and other leaver documentation. The individuals assigned the responsibility of overseeing the withdrawal process must attend an annual training by district staff to ensure all pertinent standards and procedures are followed as related to the leaver documentation process.

Administrators assigned this responsibility must assure not only their own proficiency in this process, but shall also assist and monitor all individuals involved in the process.

### WITHDRAWAL PROCEDURES

The following procedures will be used by every campus to record proper withdrawal codes for students. All campuses will use standardized UISD forms and follow established administrative guidelines.

1. An authorized staff member will conduct an exit review with the student's parents/guardians or the adult student. During the interview, all pertinent information related to any new educational setting and/or contact information should be obtained and recorded on the UISD Withdrawal Interview form. If student's parents/guardians or the adult student are not available for such interview, administrator or person in charge must document persons were not available for interview.
2. Coding decisions will be made by authorized campus administrators in accordance with PEIMS Data Standards Appendix D. Correct assignment of withdrawal code is critical. Any ambiguity in coding questions should be referred to the principal. If the principal is unable to resolve the coding issue, the question will be referred to the Office of Admissions,

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Attendance and Dropout Recovery for further review and correct coding.

3. To ensure that all documentation pertinent to the withdrawal of a student from our district is obtained, campus personnel will fill out the UISD Student Withdrawal Form. The withdrawal form must be signed by the parent/guardian or adult student and school personnel designated as authorized to do so at the time of the withdrawal.
4. After withdrawal code is established, the student will be officially withdrawn from the student information system by designated campus staff. An official withdrawal form from the SIS (Student Withdrawal/Transfer Form) will be generate and signed by parents/guardians and campus personnel. The original withdrawal form will be placed in the students PRC folder and a copy provided to parents/guardian for their records.

COMPLETENESS OF  
DOCUMENTS

Withdrawal documentation shall be considered incomplete without a date, signature(s), and destination. Documentation will not be deemed insufficient because parent(s) refused to provide information requested by the district. District officials should document at the time of the conversation that the information was requested, and that the parent refused to provide it.

CONFIRMATION OF  
WITHDRAWN  
STUDENTS

Designated campus personnel will follow up on status of withdrawn students by

- a) request for records,
- b) verification of enrollment
- c) other documentations that confirm enrollment or
- d) completion of GED or graduation requirements.

This can be a written, electronic, and oral inquiry.

Withdrawal codes will remain as is, unless new information acquired through the follow up process (procedure) leads to the changing (change) of the original withdrawal code. In this case, generate a new UISD Withdrawal Documentation form and state the reason for coding modification (change), sign, date and place on PRC. In addition, generate a new SIS (Student Withdrawal/Transfer Form) so that an update PEIMS record can be generated.

GRADUATE  
STUDENTS

Each graduate's leaver status must be documented and the appropriate leaver code assigned. The AAR must include a



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graduation date, evidence of completing state assessment requirements, and sufficient credits as mandated by the graduation plan.

NO SHOWS

Students who fail to return on the first day of instruction of the school year must be identified and withdrawn from the student system (SIS) with the withdrawal code of "NS" no later than the end of the first day of school. The student will be inactive until his/her return to the district or whereabouts are known. Designated personnel (attendance officers) should begin written, electronic, and oral inquiry to confirm the "NS" status. If information leads to an assignment of a proper leaver code, the campus shall officially withdraw the student from the district by following the established withdrawal procedures.

SCHOOL START WINDOW

The "School Start Window" is the time period from the first day of instruction through the last Friday of September where students coded with an "NS" need to be located. If no additional information is obtained by school or district personnel, campus designated personnel shall officially withdraw the student from the district by established withdrawal procedures. A leaver code of "98" will replace the "NS" code in the student information system (SIS).

CAMPUS DATA ENTRY

Accurate leaver coding will be entered in a timely manner.

All authorized personnel must be trained in entering, changing and deleting data from the student information system. All entries, changes and deletions require supporting documentation. Any changes made to existing codes must be documented accordingly with reason for code change. All documents must be signed, and dated by the person making the change. This documentation will be retained for seven years.

MONITORING AND RECOVERING LEAVERS/DROPOUTS

Campus personnel will continuously monitor leavers and recover its. This will include home visits and/or phone calls to all contacts on student's data forms.

A campus administrator will periodically review documentation to ensure that it is complete and accurate.

Central administration will provide support and oversight to leaver tracking to ensure compliance with local, state and federal expectations.

REVIEW OF PEIMS EDITS

Designated personnel from the Office of Admissions Attendance and Dropout Recovery will review all PEIMS 203

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Leaver record errors, Under-Reported Students, and PID errors and note reasons for submitted errors. These records will be maintained for audit purposes. Designated personnel will ensure compliance with all deadlines.

FERPA

In accordance with the Family Educational rights and Privacy Act 34 CFR §99.35, federal, state and local educational authorities may access education records as part of an audit or evaluation of state or federally supported requirements of these programs. Thus, this provision applies to the auditors as authorized representatives of the state and local educational authorities. Auditors will maintain confidentiality of the records.

STORAGE OF  
RECORDS

Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the Student Attendance Accounting Handbook and the PEIMS Data Standards. Leaver records must be retained for seven years and subsequently destroyed in accordance with state law.

COMPUTER  
SYSTEM  
SAFEGUARDS

All users connected to the student management software must have unique passwords and separate access to the database.

Nightly backups of the data will be stored in a secure location.

End of year backups, as well as programs used to generate the data, will be stored in the event that the reports have to be generated for audit purposes.