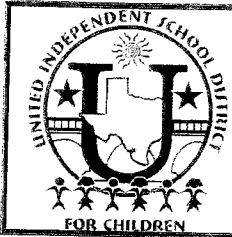


No. \_\_\_\_\_



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC** Second Reading of Policy FD (LOCAL): Admissions

**SUBMITTED BY:** Gloria Rendon **OF:** Asst. to the Superintendent

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

**DATE ASSIGNED FOR BOARD CONSIDERATION:** March 26, 2008

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Second Reading of Policy FD (LOCAL) – Admissions

**RATIONALE:**

**BUDGETARY INFORMATION**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

In fairness to taxpayers and as required or excepted in policy and law [see FDA(LOCAL)], nonresidents shall not be permitted to attend school in the District. The Board makes every effort to distinguish between residents and nonresidents and encourages patrons to report suspected violations.

FALSE INFORMATION

The District shall include on its registration forms notice, in both English and Spanish, of criminal and civil penalties and liabilities for intentionally or knowingly falsifying information on the form. A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee. ~~The~~ District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

PERSONS AGE 21  
AND OVER

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

REGISTRATION  
FORMS

Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control under a court order. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.

BIRTH CERTIFICATE

All students entering District schools for the first time shall submit a birth certificate or its equivalent.

STUDENT RECORDS

The minimum student records data that must be transferred within 30 days includes the following:

1. Student enrollment information — District ID, statewide student ID (social security number or state-assigned alternative number), local student ID, course credits, promotions, discipline-expelled students, attendance, enrollment and withdrawal dates.
2. Student demographic information — first, middle, and last name, sex, ethnicity, date of birth, special education handicapping condition, special education instructional setting, home language, migrant information.
3. Student achievement information — exit-level TAKS, most recent TAKS scores.
4. Student immunization/health information.

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5. Based on the above criteria and other factual inquiries, the principal or designee shall make an initial determination of residence and of whether or not the applicant's presence in the District is for the primary purpose of participation in extra-curricular activities, and thereafter advise.
6. The District may verify residence prior to enrollment.

PROOF OF  
RESIDENCY

Proof of residency within the District attendance boundaries shall be presented prior to a student being enrolled. See FD(EXHIBIT) for a list of acceptable documents.

AUTHORITY OF  
SUPERINTENDENT

The Board delegates to the Superintendent or designee the authority to develop and modify regulations, forms, and processes for determining student residency as required to carry out the intent of this policy.

AUTHORITIES AND  
SOURCES

The determination of residence is a question of fact and law. In determining residence, the District shall consider information furnished by the applicant and may consider all relevant information, including, but not limited to, that provided by the administration and its agents, statements of third parties, court decisions, Commissioner's decisions, Attorney General opinions, Board policy, laws, and regulations.

HOST FAMILY

When the child's parent(s) together with the child reside on a full-time permanent basis [See FD(EXHIBIT), Exhibit B] within the District in the home of another family, the parent(s) shall provide documentation of the "host family" to include the following:

1. Host family affidavit form ~~or notarized document of fact.~~
2. Host family documents that confirm residency.

"Host family" status is valid only for the current school year and must therefore be renewed on an annual basis. As deemed necessary by the principal, the "host family" status shall be reviewed and confirmed.

MINOR LIVING APART  
PERSON STANDING  
IN PARENTAL  
RELATION

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney assigning responsibility for the student in all school-related matters to an adult resident of the District.

MISCONDUCT

Any such student who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school. [See FD(LEGAL)]

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EXCEPTIONS	Based on the individual student's circumstance, the Superintendent or designee shall have authority to grant exceptions to the power of attorney requirement and to the exclusion for misconduct.
RESIDENCY REVIEW	The Superintendent or Superintendent's designee shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control under a court order is present in the District for the primary purpose of participating in extracurricular activities.
NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE	<p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve such admissions requests in accordance with criteria approved by the Board. [See FD(REGULATION)]</p> <p>When a grandparent who resides in the District provides a substantial amount of after-school care for the child who does not reside in the District or specific school attendance boundary, the child shall be admitted to the District free of tuition where the grandparent resides or to the school in the attendance area provided that space is available. The substantial amount determined by the Board is a minimal five (5) school days per week and a minimum of four (4) hours per day.</p> <p>The following documentation is required:</p> <ol style="list-style-type: none"><li>A notarized "Grandparent Care" affidavit form;</li><li>Grandparents must provide documents that confirm residency.</li></ol> <p>Transportation is only provided at the end of the school day for students whose grandparents reside within the District boundaries and only if transportation services have been designated for students attending school in the area. No new transportation routes will be created.</p> <p>District attendance officers will verify after-school care at said grandparent's residence.</p>
APPEALS INITIAL DECISION	If the applicant, parent, guardian, or other person having lawful control of the applicant under court order, or the person(s) with whom the applicant resides in this District disagrees with the initial determination of residence by the principal or designee, an appeal of that decision may be taken to the Superintendent's designee by

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making a written request within ten school days of the decision. The Superintendent's or designee 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 residence that the applicant's presence in the District is not for the primary purpose of participation in extracurricular activities and, therefore, the applicant may be admitted as a student of the District.

SUBSEQUENT  
DECISION

If the applicant, parent, guardian, or other person having lawful control of the applicant under court order, or the person(s) with whom the applicant resides in this District, disagrees with the determination of residence by the Superintendent or designee, an appeal of that decision may be taken to the Board by making a written request within ten school days of the decision.

BOARD REVIEW

The initial appeal and related action shall be reviewed by a student admissions committee selected by the Board President. The committee shall report its determination and recommendation to the full Board at the next regular meeting of the Board.

BOARD ACTION

0. The Board shall take one of the following actions:

1. Affirm the decision of the Superintendent or designee.
2. Send the matter back to the Superintendent or designee for further factual inquiry.
3. Reverse the initial decision and make an independent finding of residence that the applicant's presence in the District is not for the primary purpose of participation in extracurricular activities and, therefore, the applicant may be admitted as a student of the District.

ADMISSION PENDING

0. Pending a decision from the Board, the student who is the subject of an appeal shall attend school in his or her attendance area.

PROHIBITION ON  
DUAL ENROLLMENT

Students enrolled in private schools or charter schools, including homeschools, are not eligible for concurrent enrollment in schools of the District, except as required by law.

NONENROLLED  
STUDENTS

Only students currently enrolled in the District shall be allowed to participate in the academic or extracurricular programs of the District, with the exception of special education programs as provided by current law or State Board rules.

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PLACEMENT

ACCREDITED  
SCHOOLS

Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

STUDENTS  
UNDER AGE SIX

Students who are not six years old at the beginning of the current school year are eligible for the first grade if the student has completed kindergarten in a ~~Texas Education Agency~~ accredited school: an accredited educational institute.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.

NONACCREDITED  
SCHOOLS

Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

TRANSFER  
CREDIT

0. The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

CREDIT  
VALIDATION

If a student transferring into a District high school from an accredited school has successfully completed the second and/or third year of a foreign language course that is in a sequence of courses, but there is no record of completion of the first course in the sequence, credit shall be awarded for the first and/or second course based on the successful completion of the second and/or third course in the sequence. Credit shall be awarded but no grade posted.

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WITHDRAWAL

Prior to withdrawal from school, the student and parent/guardian must meet with the school principal or designee to complete the proper withdrawal documentation.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]