

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC Review of Policy FD (REGULATION): Admissions

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: April 21, 2010

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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 who has legal custody of the student and resides within the district. Students who have reached 18 years of age or over may complete and sign these forms themselves. TEC 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 code states the school will notify the police department and request a determination of whether the child has 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 school.

The following items are required for registration of students:

1. **Registration form completed by a parent or legal guardian;**
2. **One of the following documents in the parent's/guardian's name must be submitted showing an address located in the District: a current water, gas or electric bill, unexpired lease/contract, or rent receipt or other documentation verifying residency . Additionally, a current Texas driver's license or military or Texas Department of Public Safety identification (showing same address as utility bill, lease or receipt) will need to be shown. Exceptions to the required documentation will be made on a case-by-case basis with the understanding that some documentary 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 requested.**
3. **Copy of official birth certificate required for all students to verify proof of age and legal 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. **Copy of the student's social security card or Texas State ID number; and**

6. Last report card or withdrawal form from previous school **if applicable.**

The District establishes the following guidelines for determining residency of students, in accordance with policies FD(LEGAL) and FD(LOCAL):

ESTABLISHING PROOF
OF RESIDENCE

In determining eligibility for admission and establishing an adult person's responsibility for receiving notification and granting authority in school related matters, including HOST, POA and Grandparent Care Affidavit, the District will require the adult to show a current driver's license or state-issued identification with the current address of residence; and one of the following:

1. ~~A utility bill for electricity, gas, or water **showing the address being used to establish residency; or**~~
2. ~~An original rental receipt or leasing contract with landlord's name, telephone numbers, and address.~~

In the absence of the above, a staff member will be sent to the home to confirm the 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** not eligible for enrollment. **Any investigation which documents that a student is not eligible for enrollment in the District will result in immediate withdrawal. The parent or guardian will be charged** 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 expenses, whichever is greater. **The district will charge a minimum of \$15.00 per each school day the student is enrolled.**

Any investigation which documents that a student is not eligible for enrollment in the District or does not reside within the boundaries of the district or outside his/her designated attendance zone will be offered an opportunity to have a due process conference with his/her parent/guardian and campus administration prior to any final decision being made to withdraw the student from the District/Campus. Students who are subjected to an administrative withdrawal due to residency concerns will remain enrolled in the District/Campus pending any appeal request as well as during any appeal.

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

1. **Notarized HOST Family Enrollment Application Form** District Host Notarized Form.
2. Other documents required for initial registration.

"Host family" status is valid only for the current school year and must; therefore, be renewed on an annual basis.

Any investigation which documents that a student does not reside within the boundaries of the district or outside his/her designated attendance zone will have a due process conference with his/her parent/guardian and campus administration prior to any decision being made to withdraw the student from the District/Campus. Students who are subjected to an administrative withdrawal due to residency concerns will remain enrolled in the District/Campus pending any appeal request as well as during any appeal.

POWER OF
ATTORNEY

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 shall 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 parent(s) must provide documentation of the "host family" to include The following **documentation must be provided:**

1. A Power of Attorney Information Form executed by ~~his or her~~ **the student's** parent, guardian, or other person having lawful control of him or her 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.

However, a student will not be denied admission when the Superintendent or designee determines that the student's circumstances preclude compliance with this requirement.

“Power of Attorney” status is valid only for the current school year and must; therefore, be renewed on an annual basis.

Any investigation which documents that a student is not residing within the boundaries of the district or outside his/her designated attendance zone or with the person who has accepted legal responsibility for the student will have a due process conference with his/her parent/guardian and campus administration prior to any decision being made to withdraw the student from the District/Campus. Students who are subjected to an administrative withdrawal due to residency concerns will remain enrolled in the District/Campus pending any appeal request as well as during any appeal.

NONRESIDENT
STUDENT IN
GRANDPARENT'S
AFTER-SCHOOL CARE

The parent and grandparent 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 non-resident student's grandparent.

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

The Superintendent's designee will have authority to approve or deny admissions requests in accordance with criteria approved by the Board, including consideration of the availability of space and instructional staff.

SUBSTANTIAL
AFTER-SCHOOL
CARE

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

The District will only provide transportation at the end of the school day for a nonresident student admitted under this provision. The grandparent must reside in an area already designated for transportation services. No new transportation routes will be created.

District attendance officers will verify the after-school care provided by grandparents of nonresident students.

“Grandparent Care Affidavit” status is valid only for the current school year and must, therefore, be renewed on an annual basis.

Additionally, verification that after-school care is provided by the grandparents will be made. Any investigation which documents that a grandparent is not providing the required substantial care will have a due process conference with his/her parent/guardian and campus administration prior to any decision being made to withdraw the student from the District/Campus. Students who are subjected to an administrative withdrawal due to residency concerns will remain enrolled in the District/Campus pending any appeal request as well as during any appeal.

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:

- Birth certificate
- Adoption Records
- Driver’s license or state-issued identification
- Passport
- 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;
2. Investigating verbal and/or written reports;
3. Searching address, tax, driver’s license, and/or other records via Internet sources and Web tools;

ADMISSIONS

FD
(REGULATION)

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.

EXCEPTIONS

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

HOMELESS
STUDENTS

1. The student is homeless as defined by law; or

~~SUBSTANTIAL
AFTER-
SCHOOL CARE~~

~~The student is admitted as nonresident student receiving a substantial amount of after-school care by a resident grandparent.~~

2. The Department of Family and Protective Services (FPS) has taken possession of the student and the student is not in Foster Care.

3. The Department of Family and Protective Services (FPS) has taken possession of a District High School student who is subsequently temporarily placed with a foster family who does not reside within the District boundaries.

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.~~

ADMISSIONS OFFICER

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

PROCEDURE FOR
APPEAL OF 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 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 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.

PROCEDURE FOR
APPEAL OF
SUBSEQUENT
DECISION(S)

~~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 the District disagrees with the determination of residence by the admissions officer, an appeal of that decision may be taken to the Superintendent or designee by making a written request within 15 days of the decision. The Superintendent or designee will take one of the following actions:~~

- ~~1. Affirm the initial decision of the admissions officer.~~
- ~~2. Send the matter back to the admissions officer 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.~~

~~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 the 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 15 days of the decision. The Board will 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.~~

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