



School Eligibility and Admissions Requirements

Policy Series: 3000

Policy No. 3010

Minimum Age

Except as provided for in [Policy 3165](#), Military Children, the District may enroll children in school who are at least five years old before September 2 of the year in which admission is sought. The District may enroll children in school who are at least five years old before September 2 of the year in which admission is sought. The District may enroll a child in kindergarten who does not meet this age requirement if the child moves to Utah from a different state in which the child, during the school year, was a resident and was enrolled in kindergarten in accordance with the prior state's kindergarten age requirements and transfers to the enrolling school after the beginning of the same school year. The District may also enroll children as provided for in [Policy 3165](#), Military and Department of Defense Civilian Children.

Student Residency (Parent or Guardian Resides in Utah)

The district of residence of a minor child whose custodial parent resides in Utah is:

1. The school district in which the custodial parent resides; or
2. The District in which the child resides;
 - a. While in the custody or under the supervision of a Utah state agency, local mental health authority, or substance abuse authority;
 - b. While under the supervision of a private or public agency authorized to provide child placement services by the state of Utah;
 - c. If the child is married or has been determined to be an emancipated minor by a court of law or authorized administrative agency;
 - d. The child resides in the District while living with a responsible adult resident of the District who has been designated as the child's custodian through a durable power of attorney as provided for in this policy and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below; or

- e. The child is receiving services from a health care facility or human services program (as defined by [Utah Code § 26B-2-201](#) and [Utah Code § 26B-2-101](#)) and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below.
 - f. If the student arrives without a durable power of attorney and the individual with which they reside is not at least 21 and will not commit to providing for the student's financial well-being, the student may be classified as an "unaccompanied minor" and receive the protections afforded under McKinney-Vento legislation and policy.
3. A "responsible adult resident" is an individual who is 21 years old or older who is a resident of this state and is willing and able to provide reasonably adequate food, clothing, shelter, and supervision for the child.

Alternative District of Residency

When a student's parent or legal guardian resides in Utah but not within the District, and the student resides in the District, the parent or legal guardian may request a determination that the District is the student's alternative district of residency by filing a written request with the District for that determination and by completing a durable power of attorney identifying a resident of the district as an individual that will care for the student in the parent's absence. The written request shall demonstrate that:

1. the child's physical, mental, moral or emotional health will be best served by considering the child to be a resident for school purposes;
2. exigent circumstances prevent the case from being considered under the procedures provided for in this policy for interdistrict transfers (See [Policy 3118](#)); and
3. considering the child to be a resident of the District will not violate any other law or rule of the State Board of Education.

For alternative district requests, the District designates the District Superintendent or Designee as its review official.

Upon receipt of an alternative district request, the review official shall review the request in light of the requirements set forth above and within 10 business days make a recommendation to the Board of Education or its designee on whether the student should be treated as a resident of the District.

The Board of Education or its designee shall review the request and the recommendation and determine, based on the criteria set forth above, whether to grant or deny the request. The decision shall be in writing and shall be set for the reasons for approval or denial in accordance with the criteria.

85 If the request is denied by the Board of Education, the student or parent may appeal the denial
86 to the State Superintendent within 10 business days. The State Superintendent will rule on the
87 appeal within 10 business days.

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89 Pending a decision on the request, the district of residence of the student's custodial parent or
90 legal guardian is responsible for the student's education services. If the request is approved, the
91 District shall immediately enroll the student and assume responsibility for providing educational
92 services to the student.

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94 If the request is approved and the student qualifies for services under IDEA, the District shall
95 conduct an IEP meeting with representation from the District and from the student's prior district
96 (the district of residence of the student's custodial parent or legal guardian).

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98 The District is not responsible for a student's required transportation between a health care
99 facility or a human services program facility and the District's facility.

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101 The Board of Education or its designee may periodically re-evaluate the student's eligibility for
102 educational services from the District.

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104 It is important to note that even with a power of attorney, a student may not be eligible to
105 participate in UHSAA sponsored athletics until legal guardianship is completed through the
106 courts. The following conditions apply to these students:

- 107 1. The student may participate in sub-varsity competitions until legal guardianship is
108 transferred to the resident of the district. A durable power of attorney alone does not
109 constitute a transfer of guardianship according to UHSAA rules. Once legal guardianship
110 is established by a resident of the district, the student may participate in varsity level
111 athletic competitions.
- 112 2. The student may participate in all levels of competition if eligibility has not been
113 established elsewhere in the state of Utah. Eligibility is established once the student
114 enrolls in high school. If the student's ninth grade year was completed in a junior high
115 school, eligibility is established once the student enters their tenth grade year, provided
116 that they did not participate in athletics with their boundary high school while attending
117 ninth grade. If ninth grade is included at a high school, then the student establishes
118 eligibility in whatever high school they were first enrolled.

119 120 121 **Students Attending a Private Human Services Program**

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123 When the District is established as the alternative district of residence of a student while the
124 student is attending a private human services program, the student is entitled to educational
125 services from the District at District facilities, as determined by the District. The District is not
126 required to provide educational services on site at the private human services program facility
127 unless the District's IEP team determines that on-site services are required to meet the needs of
128 the student under federal law.

Transfer from a Persistently Dangerous School

The State Superintendent may designate a school as “persistently dangerous” when at least 3% of students for three consecutive school years have been suspended or expelled for either a gun free school violation or for a reported violent criminal offense that took place either on school property or at a school-sponsored activity.

If a District school is designated by the State Superintendent as persistently dangerous, then the District shall, within 15 days of receiving notice of the designation, notify the parents of the school’s students:

1. That the school has been designated as persistently dangerous and the criteria that caused the designation;
2. That a parent may transfer the parent’s student to a safer school within the District if the parent chooses; and
3. That the parent may request the transfer within 30 days after the parent received notice of the designation.

Upon receipt of a timely transfer request, the student shall be promptly transferred to a safe school within the District notwithstanding other limitations on transfers or enrollment changes contained in this policy.

In the event of a persistently unsafe school designation, the District shall also provide the State Superintendent with the information and materials required under [Utah Administrative Rules R277-714-3](#) and [R277-714-4](#).

Required Identification

An “enroller” is an individual who enrolls a student in a public school. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify the enroller in writing that within 30 days the enroller shall provide the school with either (1) a certified copy of the student’s birth certificate, or (2) other reliable proof of the student’s identity, biological age, and relationship to the student’s legally responsible individual, together with an affidavit explaining the enroller’s inability to produce a copy of the student’s birth certificate. If the documentation inaccurately describes the student’s biological age, the enroller shall also provide an affidavit explaining the reason for this inaccuracy and supporting documentation that establishes the student’s biological age.

Supporting documentation to establish a student’s biological age may include:

1. A religious, hospital, or physician certificate showing the student's date of birth;
2. An entry in a family religious text;
3. An adoption record;
4. Previously verified school records;
5. Previously verified immunization records;
6. Documentation from a social service provider (as defined by [Utah Code § 53E-3-524](#)); or
7. Other legal documentation, including from a consulate, that reflects the student's biological age.

If supporting documentation to establish the student's biological age is not available, the school shall assign a review team to determine the student's biological age for the District to use in enrolling and placing the student. The review team shall consist of at least three members, with at least one of the members having completed the child sexual abuse and human trafficking prevention training described in [Policy 5160](#) within the prior two years. Review team members may include any of the following: an appropriate district administrator, the student's teacher or teachers, the school principal, a school counselor, a school social worker, a school psychologist, a culturally competent and trauma-informed community representative, a school nurse or other school health specialist, an interpreter (if necessary), or a relevant educational equity administrator.

In addition to meeting the mandatory reporting requirements regarding suspected physical or sexual abuse, the school shall also report to local law enforcement and to the Division of Child and Family Services any sign of child trafficking that the review team identifies in performing its duties.

Distribution of Kits for Missing Child Identification Program

The Missing Child Identification Program administered by the Utah Attorney General provides for distribution of fingerprint and DNA identification kits that parents may use to collect and store fingerprint and DNA information for potential use by law enforcement in the event that the child is missing. Each elementary school in the District which receives a supply of such kits through the program shall offer a kit to a parent or guardian of each student entering kindergarten at the school.

Missing Child

If a school within the District receives notification from the Bureau of Criminal Identification that a child that is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.

Transfer Students

Within fourteen (14) days after enrolling a transfer student (simultaneously if the student is a military child), a school shall request, directly from the student's previous school, a certified copy of their record and shall exercise due diligence in obtaining the record.

If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply within thirty (30) school days (10 days if the student is a military child) unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.

Health Examinations

The Board shall implement policies as prescribed by the Department of Health and Human Services for vision, dental, abnormal curvature of spine, and hearing examinations of students attending the District's schools.

Qualified health professionals shall provide instruction, equipment and material for conducting the examinations.

Upon written request from any parent of a student who contends that an examination provided by this policy would violate the personal beliefs of the person making the request and of the student, the student shall be exempt from submitting to the examination.

The school shall give notice in writing to a student's parent of any impairment disclosed by the examination.

Credits and Records Transfer

The District shall accept credits from accredited secondary schools and accredited special purpose schools.

Graduation

The District shall award a diploma to a nonresident student attending school within the District during the semester immediately preceding graduation if the student meets graduation requirements generally applicable to students in the school.

Placement of Transfers

Records and transcripts of students from Utah nonpublic schools or from out of state shall be evaluated, and students shall be placed promptly in appropriate classes.

Expelled Within Twelve Months

A student who has been expelled from a public school within the prior 12 months who is otherwise eligible to enroll may be denied enrollment in a District school for that reason. A student who has been expelled within the past 12 months may be allowed to enroll upon approval by the superintendent or designee, subject to such conditions and requirements as are determined to be appropriate.

Student Identification Number

The District may not use a nine-digit number as a student's identification number with the District.

Legal References

[Utah Code § 53G-4-402\(8\) \(2025\)](#)
[Utah Code § 53G-6-302\(1\), \(2\) \(2024\)](#)
[Utah Admin. Rules R277-621 \(September 24, 2021\)](#)
[Utah Code § 53G-6-303\(1\) \(2024\)](#)
[Utah Admin. Rules R277-621-3\(1\) \(September 24, 2021\)](#)
[Utah Code § 53G-6-302\(2\)\(b\)\(iii\), \(iv\) \(2024\)](#)
[Utah Admin. Rules R277-621-3\(2\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-3\(5\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-3\(6\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-3\(3\), \(4\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-3\(7\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-4\(3\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-4\(4\) \(September 24, 2021\)](#)
[Utah Admin. Rules R277-621-4\(1\), \(2\) \(September 24, 2021\)](#)
[20 U.S.C. § 7912](#)
[20 U.S.C. § 7961](#)
[Utah Code § 53G-8-205\(2\) \(2025\)](#)
[Utah Admin. Rules R277-714-2 \(April 9, 2020\)](#)
[Utah Admin. Rules R277-714-3\(1\) \(April 9, 2020\)](#)
[Utah Admin. Rules R277-714-3\(3\) \(April 9, 2020\)](#)
[Utah Admin. Rules R277-714-3 \(April 9, 2020\)](#)

308 [Utah Admin. Rules R277-714-4 \(April 9, 2020\)](#)
309 [Utah Code § 53G-6-603 \(2024\)](#)
310 [Utah Code § 53G-6-603\(3\)\(b\) \(2024\)](#)
311 [Utah Code § 53G-6-603\(4\)\(a\), \(b\) \(2024\)](#)
312 [Utah Code § 53G-6-603\(4\)\(c\) \(2024\)](#)
313 [Utah Code § 53E-6-701 \(2022\)](#)
314 [Utah Code § 80-2-602 \(2022\)](#)
315 [Utah Code § 67-5-38\(3\) \(2022\)](#)
316 [Utah Code § 53G-6-602 \(2018\)](#)
317 [Utah Code § 53G-6-604 \(2018\)](#)
318 [Utah Code § 53E-3-905\(2\) \(2018\)](#)
319 [Utah Code § 53G-6-602 \(2018\)](#)
320 [Utah Code § 53G-6-604 \(2018\)](#)
321 [Utah Code § 53E-3-905\(2\) \(2018\)](#)
322 [Utah Code § 53G-9-402 \(2023\)](#)
323 [Utah Code § 53G-7-206 \(2019\)](#)
324 [Utah Code § 53G-6-406 \(2019\)](#)
325 [Utah Code § 53G-8-205\(3\) \(2024\)](#)
326 [Utah Code § 63G-15-201 \(2012\)](#)

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