

## SCHOOL DISTRICT OF SHOREWOOD

420-Guideline (1)

### SCHOOL ADMISSION

The School District of Shorewood welcomes and educates students who enroll through different opportunities. Where appropriate, we work with families to verify residency using an established and consistent set of practices to ensure fairness and to be respectful of the unique family dynamics each situation includes.

There are a number of ways in which a student becomes eligible to enroll in the School District of Shorewood. These include enrollment as a resident, enrollment on a tuition waiver, enrollment as a homeless student, enrollment through Chapter 220, enrollment through open enrollment, and enrollment as a foreign exchange student.

If there are questions regarding residency, the District works with families to establish a relationship of trust through which residency determinations are made. Additional meetings may be held with a family and additional documentation to verify residency may be requested as part of the process. In cases where the family refuses to work with the school district to verify residency, outside resources may be used at the discretion of the administration to independently investigate concerns.

A. Students may be admitted to the School District of Shorewood Schools ("District") as follows:

1. Students who are legal residents of the School District.
2. Students who are considered by Federal Law to be undocumented immigrants or considered to be homeless as defined by the McKinney Vento Homeless Educational Assistance Act.
3. Tuition waiver students, including but not limited to those who have attained 12<sup>th</sup> grade status, pursuant to Wis. Stat. 121.84.
4. Students for whom tuition is paid by another public school district pursuant to Wis. Stat. 121.78.
5. Nonresident public school students residing within the State of Wisconsin may apply to take a course(s) in

- the District under the "Course Options" program in accordance with state law and established procedures.
6. Children who are subject to joint custody orders may attend District schools without payment of tuition if:
    - (1) a child lives with both parents, the child may attend school in either parent's school district or
    - (2) the child "lives exclusively with one parent", the child may only attend school in the district that the child resides in with that one parent.
  7. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, may be admitted tuition-free.
  8. Students, whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as pursuant to Wis. Stat. 12181(2).
  9. Minor students, residing in the District, but not living with a parent/guardian, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
  10. Nonresident students who have been admitted through the open enrollment or Chapter 220 program.
  11. All students who attend Shorewood Public Schools and students who reside in the District, may be accepted into the District's summer school program with the same requirements and fees.
  12. A student who has been expelled from another school district within the State, may be denied admission to District Schools by the Superintendent or designee, at his/her discretion, for the period of unexpired time of the expulsion. Thereafter, if all eligibility requirements have been met, the student is to be admitted when the expulsion of the other school district has expired.
  13. Students may attend District schools if the student is homeless as defined by the McKinney Vento Homeless Education Assistance Act and the student's school of origin is the District.
- B. The following provisions further govern admission into the Shorewood Public Schools unless otherwise prohibited by law:
1. A certified birth certificate or a substitute document, giving a reasonable certification of birth

date, must be furnished on or before the entrance date of a student. The certificate will be recorded and returned. The District also requires proof of residency.

2. In applicable cases, official transcripts or other legal evidence of school attendance and achievement must be submitted to the principal or designee by all new students before grade or group placement is established, unless otherwise required by law.
3. Unless otherwise required by law, an immunization record must be completed on forms provided by the District.
4. The Board of Education accepts students from home-based educational programs, as required by law and in accordance with all other admission standards and criteria.
5. Transfer students entering Shorewood Schools may be given tests and/or interviews to determine proper placement for the student.
6. The principal is responsible for the final decision on student placement, unless otherwise required or provided by law.

C. Incorrect, Misleading or Falsified Information

If the District becomes aware of incorrect, misleading or falsified information, the following procedures will apply:

1. The Executive Director of Curriculum, Instruction, and Pupil Services or designee will investigate the report with Exhibit (1) Student Residency Form (3) Enrollment Registration Requirements Completed by the Parent.
2. If additional investigation is required, The Executive Director of Curriculum, Instruction, and Pupil Services or designee may request further documents and/or employ the services of the local police department/private investigation business.
3. If the Executive Director of Curriculum, Instruction, and Pupil Services or designee determines that sufficient evidence of either residency or other legal means of enrollment in the District does not exist, he/she will notify the parent/guardian by certified letter of the date that the student's enrollment in the District will be discontinued.

4. Parents/Guardians may appeal this decision to the Superintendent. All decisions of the Superintendent are final. Parent/Guardian will be informed of the final decision by certified letter.

Reviewed: October 9, 2012  
April 8, 2014