



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC Second Reading of Policy FD (LOCAL): Admissions

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 17, 2011

RECOMMENDATION:

It is recommended that the United ISD 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 expenses, 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

~~The 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 **shall annually complete and sign registration forms.** A student ~~Students~~ who ~~have~~ has 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 submitted 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, and 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, and migrant information.
3. Student achievement information — exit-level TAKS, most recent TAKS scores.
4. Student immunization/health information.

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	<p>Based on the above criteria and other factual inquiries, the principal or designee shall make an initial determination of residence and thereafter advise. The District may verify residence prior to enrollment.</p>
PROOF OF RESIDENCY	<p>Proof of residency within the District attendance boundaries shall be presented prior to a student being initially enrolled in the District. [See FD(REGULATION)]</p>
AUTHORITY OF SUPERINTENDENT	<p>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.</p>
AUTHORITIES AND SOURCES	<p>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.</p>
ANNUAL CONFIRMATION OF RESIDENCY	<p>A parent, legal guardian, or person having custody of the student shall submit proof of residency to campus administrators at the beginning of each school year. The following documents shall be accepted and must include the parent's/guardian's name, and address located in the District: a current water, gas, or electric bill; an unexpired lease/contract; a current rent receipt. Additionally, the parent/guardian shall show a current Texas driver's license, military identification card, or Texas Department of Public Safety identification card with the same address as the other type of proof of residency.</p> <p>Proof of residency at the beginning of the year is subject to continual verification. Any exceptions to the required documentation shall be determined on a case-by-case basis with the understanding that some documented evidence demonstrating that the student lives within the boundaries of the District and has a present intent to remain in the District shall be provided upon enrollment and whenever requested.</p>
HOST FAMILY	<p>When the child's parent(s), together with the child, reside on a full-time permanent basis within the District in the home of another family, the parent(s) and the hosting representative shall follow procedures outlined in FD(REGULATION). Additionally, the following documentation shall be provided:</p> <ol style="list-style-type: none">1. Notarized host family enrollment application form; and2. Other documents required for initial registration.

"Host family" status is valid only for the current school year and must 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 the District's ~~power~~ **Power** of ~~attorney~~ **Attorney** form, ~~or~~ provide a ~~power~~ **Power** of ~~attorney~~ **Attorney** executed by the student's parent, guardian, or other person having lawful control of the student under a court order, ~~or present~~ **an authorization agreement as provided in Chapter 34 of the Family Code** ~~and~~ assigning responsibility for the student in all school-related matters to an adult resident of the District. All other documents required for initial registration shall also be provided.

The District's ~~power~~ **Power** of ~~attorney~~ **Attorney** form shall only be valid for the current school year and must be renewed on an annual basis. The ~~power~~ **Power** of ~~attorney~~ **Attorney** status for an adult resident of the District with responsibility for a student shall ~~be~~ **have that status** reviewed and confirmed as deemed necessary by the principal.

MISCONDUCT

~~A minor~~ **Any such** student **living apart** 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** ~~admitted into~~ **the District school.** **[See FD (LEGAL)]**

EXCEPTIONS

~~Based on in the event that~~ an individual **student's circumstance, is unable to provide a Power of Attorney form for a minor living apart** the principal or designee **shall have authority to grant exceptions to the** ~~may waive this~~ requirement **for a power of attorney or authorization agreement** after:

1. Documenting the existence of the extenuating circumstance(s) **that make providing a power** ~~making completion of~~ **attorney or authorization agreement** ~~a Power of Attorney~~ impossible; and
2. Conducting an independent verification of the student's residency within the District.

EXTRACURRICULAR
ACTIVITIES

The Superintendent ~~or designee~~ shall determine whether a minor student **living 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.

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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) shall provide to the Superintendent's designee the following forms:

1. A notarized copy of the District's **grandparent care** ~~Grandparent Care~~ affidavit form describing the extent of after-school care to be provided by the grandparent; and
2. Acceptable documentation confirming the residency of the nonresident student's grandparent.

The Superintendent's designee shall 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

For the purpose of admission under this provision, a substantial amount of after-school care **shall consist** ~~consists~~ of at least three hours per school day for four days during the regular school week.

The District shall 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 shall be created.

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

The **grandparent care** ~~Grandparent Care~~ affidavit shall only be valid for the current school year and must be renewed annually. The substantial amount of after-school care provided by a grandparent shall be reviewed and confirmed as deemed necessary by the principal.

DOCUMENTED
NON-RESIDENCY

Any investigation resulting in credible documentation that a student does not reside within the boundaries of the District or resides outside the boundaries of his or her attendance zone shall result in a due process conference with campus administration prior to any decision being made related to withdrawal of the student. For a list of exceptions, see FDA(LOCAL).

APPEALS

If the student's parent, guardian, or other person having lawful control of the student 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 Superintendent's designee by making a written request within ten school days of the decision. The Superintendent's designee shall take one of the following actions:

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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.

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

ADMISSION PENDING

Pending a decision from the Superintendent's designee or in response to an appeal filed under policy FNG, the student who is the subject of an appeal shall attend the school in his or her attendance area within the District.

STUDENTS NOT ENROLLED

Students enrolled in private school, including homeschools, shall not be eligible for concurrent enrollment in District schools nor for participation in curricular or extracurricular activities, except as required by law in the following circumstances:

1. Special education students participating in extracurricular activities.
2. Special education students and students identified under Title I, Part A, NCLBA participating in academic programs.

PLACEMENT

ACCREDITED SCHOOLS

The parent, guardian, or other person having lawful control of a student enrolling in ~~Students entering a~~ District school from ~~an~~ accredited public, private, or parochial ~~school~~ **schools-after-grade 4** shall provide evidence of **the** prior schooling outside the District. **The student** ~~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

A student who is not six years old at the beginning of the current school year shall be eligible for the first grade if the student has completed kindergarten in an accredited educational ~~institute~~ **institution**.

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 Educa-~~ **tion**.

NONACCREDITED
SCHOOLS

A student enrolling in a ~~Students entering~~ District **school schools** from a nonaccredited public, private, or parochial ~~school-schools~~, including a **homeschool** ~~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. ~~District developed assessment instruments.~~
6. Other criteria deemed appropriate by the principal.

TRANSFER
CREDIT
WITHDRAWAL

Before granting credit, the ~~The~~ District shall validate, **by testing or other evidence, that any course taken by a student at a high school credit for courses of tran** nonaccredited public, private, or parochial **school meets** ~~schools by testing or by other evidence that the course meet~~ State Board requirements. **[See EHDB] and standards.**

CREDIT VALIDATION

~~If a student transferring inot a district high scool from an accredited school has successfully completed the second and/or thir 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 third course in the sequence. Creidt shall be awarded but no grade posted~~

WITHDRAWAL

A parent or guardian wishing ~~Prior~~ **to withdraw a minor student shall present a signed request stating the reason for the** withdrawal ~~and from school, the student and parent/guardian~~ shall meet with the school principal or designee to complete the proper withdrawal documentation. **A student who is 18** ~~The Principal or older~~ may **request withdrawal without a parent's or guardian's signature** ~~waive this requirement in the event of extenuating circumstances.~~

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