



509.1PR STUDENT ENROLLMENT PROCEDURES

I. PURPOSE

This ~~document~~ ~~policy~~ provides procedures for all students enrolling in Hastings Public School District.

II. GENERAL STATEMENT OF POLICY

- A. The school district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.
- B. A student's registration for enrollment into Hastings Public Schools will be coordinated through the school the student will attend or the District Office, located at 1000 West 11th Street, Hastings, Minnesota. The student will be placed into an assigned grade level, based on his/her age and schooling experience.
- C. Each elementary ~~school~~ has a defined school attendance area that has been approved by the school board. The middle school and high school attendance areas align with the district boundaries. Upon completion of the registration and admittance forms, elementary students will be assigned to a district school, based on his/her home residency. This will also be the school to which a student will be provided busing, if it is available to him/her.
- D. The district may allow a student to attend an elementary school not in his/her attendance boundary in very specific and/or compelling situations on a case-by-case basis. The Attendance Area Exception Process is done annually in the spring of the year and decisions on approvals will be made prior to the start of the next school year. Exceptions requested outside of that timeline will be handled on a case-by-case basis.

III. REGISTRATION PROCESS

A parent/guardian with a school-age child who is a resident of the Hastings Public Schools may enroll his/her child for admittance into the school district at the school site where they believe the student will attend or during the summer months, at the District Office located at 1000 West 11th Street. The sites will provide all the necessary information required for enrollment and the school options available to a parent/guardian. A parent/guardian must complete or provide:

- A. Enrollment form
- B. Certified birth certificate, Passport/Visa, or official US Court/Government document

indicating child's full legal name and birth date.

- C. Current immunization records.
- D. Upon registration, a parent/guardian moving into the Hastings Public Schools attendance area must present an original, signed lease of a property located within the Hastings Public Schools for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the Hastings Public Schools. A parent/guardian already residing in the Hastings Public Schools attendance area must present sufficient evidence proving residency (driver's license, utility bill, etc.).
- E. Legal documentation of guardianship if the person enrolling the student is not the parent. The Power of Attorney/Delegation of Parental Authority form is appended to this policy.
- F. Failure to supply any of the above-listed documentation may delay the placement of a student.

IV. ASSIGNING A STUDENT TO A SCHOOL

- A. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- B. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- C. Classroom assignment and/or class schedules may be withheld pending receipt of required enrollment documentation.

V. PARENT/GUARDIAN MOVES OUT OF THE DISTRICT

A student whose parent/guardian moves to another district will be subject to the following enrollment options:

- A. A parent/guardian not residing within the Hastings School District will need to apply to Hastings Public Schools for open enrollment/non-resident agreement prior to being enrolled.
- B. A parent/guardian who has moved across State lines into Wisconsin will not be permitted to remain enrolled in Hastings Public Schools unless the parent signs an out of State Tuition Agreements and agrees to pay Out of State Tuition.
- C. If a parent/guardian is found to have moved out of state, Hastings Public Schools

may require back payment from the time the parent/guardian began residing out of state.

VI. PROCEDURE FOR VERIFYING ASSIGNED GUARDIAN

If the student does not reside with his/her parent/guardian, but lives with another adult or adults whose residence is within the Hastings Public Schools attendance boundaries, the parent/guardian must present a signed, notarized, educational guardianship form noting that they have transferred parental authority to the Hastings Public Schools resident(s), and the Hastings Public Schools resident(s) must present a signed statement accepting the delegation of parental authority. Parents/guardians may also be required to complete additional paperwork or pay tuition, depending on where the parent/guardian is residing.

Adopted: 10.26.2017

Revised: