

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC _____ First and Final Reading of FD (REGULATION): Admissions _____

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: _____ March 26, 2008 _____

RECOMMENDATION:

It is recommended that the Board of Trustees approve First and Final Reading of FD (REGULATION):
Admissions

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE

ADMISSIONS

FD
(REGULATION)

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

POWER OF
ATTORNEY

A 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, who has been admitted to District schools, will be asked to submit a Power of Attorney executed by his or her 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. However, a student shall not be denied admission when the Superintendent or designee determines that the student's circumstances preclude compliance with this requirement.

BIRTH CERTIFICATE

All prekindergarten, kindergarten, ~~and~~ grade 1 students, and any other students ~~as well as students in other grades who are entering~~ District schools for the first time shall submit an original birth certificate.

FALSE INFORMATION

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 expense, whichever is greater.

The District shall include on its enrollment form notice of the legal penalties and liability for falsifying information on the form.

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 21.0313: 25.002:
Adoption records
Birth certificate
Driver's license or state-issued identification
Passport
Any other legal document that establishes identity

ACCEPTABLE
DOCUMENTS TO
CONFIRM RESIDENCY

In determining eligibility for admission and establishing an adult person's responsibility for receiving notification and granting authority in school-related matters, including HOST and POA, the District will require the adult to produce ~~at the time of registration:~~

ADMISSIONS

FD
(REGULATION)

**PROOF OF
RESIDENCE**

1. ~~Either a Current driver's license or state-issued identification Card with the correct~~ **present** ~~address of residency and~~ **address.**
2. ~~Either rental receipts with the landlord's phone number for confirmation or~~ **In addition to the above,** a utility bill (electricity, gas, or water **must be present at time of registration; or**
3. **Original** rental receipts **or leasing contract** (with landlord's phone number for confirmation).

In the absence of the above, a staff member shall be sent to the home to confirm the residency.

**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 written reports received;**
3. **Searching address, tax, driver's license, and/or other records via Internet sources and web tools;**
4. **Applying the criteria outlined in the UIL Constitution and Contest Rules; or**
5. **Ordering a visual inspection of the residence by an Attendance Officer.**

Upon completed investigation, students determined not residing within the District boundaries will be withdrawn and a tuition bill will be issued when appropriate.

**EXCEPTIONS
HOMELESS
STUDENTS**

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

1. **When the student is homeless as defined by law;**
2. **When the student is a non-resident for whom a resident grandparent provides a substantial amount of after-school care as approved by the Board**

**SUBSTANTIAL
CARE**

RESIDENT FAMILY

When the child's parents are residents of the District, the parents shall present documents to confirm the parents' residence.

ADMISSIONS

FD
(REGULATION)

ESTABLISHING
RESIDENCE AND
PARENTAL
RESPONSIBILITY

In instances where the child does not reside with the parent, guardian, or other person having lawful control the District will require the following:

1. Power of Attorney ~~on the~~ District form.
2. Notarized affidavit of guardianship or custody assignment signed by the parents and the individual ~~granted~~ **gaining** Power of Attorney.
3. Other documents required for initial registration.

The parents and/or guardian shall visit with the admissions officer who shall review documents of the family/child's history to establish legitimate or acceptable placement and the notarized affidavit from an adult District resident accepting responsibility for the minor student. In the absence of the parents due to severe hardship, the campus admissions officer will meet with the individual ~~granted~~ **gaining** Power of Attorney.

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

HOST FAMILY

When the child's parent(s) together with the child reside within the District in the home of another family, the parent(s) shall provide documentation of the "host family" to include the following:

1. 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.

**GRANDPARENTS
CARING FOR
CHILDREN**

When a grandparent who resides in the District provides a substantial amount of after-school care for the child who does not reside in the District or specific school attendance boundary, the child shall be admitted to the district free of tuition where the grandparent resides or to the school in the attendance area provided that space is available. The substantial amount determined by the Board is a minimal five (5) school days per week and a minimum of four (4) hours per day.

The following documentation is required:

- a. **A Notarized "Grandparent Care" Affidavit Form;**
- b. **Grandparents must provide documents that confirm residency.**

Transportation is only provided at the end of the school day for students whose grandparents reside within the District boundaries and only if transportation services have been designated for students attending school in the area. No new transportation routes will be created.

District attendance officers will verify after-school care at said grandparents's residence

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.

**INITIAL
DETERMINATION OF
RESIDENCE**

Based on the above criteria and other factual inquiries, the principal or designee shall make an initial determination of residence and of whether or not the applicant's presence in the District is for the primary purpose of participation in extracurricular activities, and thereafter advise:

5. The applicant.
6. The parent, guardian, or other person having lawful control of the applicant under court order.
7. The relatives or other person with whom the applicant is residing in the District.

ADMISSIONS OFFICER

The aAssociate sSuperintendent for sStudent sSupport sServices 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 this 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 this 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 shall 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 this 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 shall 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.

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