

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: September 23, 2013

REVISED: March 22, 2021

<p><i>Replaces former policies 201 and 202</i></p> <p>1. Authority Sc 1301, 1302 Title 22 Sec.11.11, 11.41</p> <p>2. Definitions SC 1301 Title 22 Sec. 11.12</p> <p>SC 1302 Title 22 Sec. 11.11</p>	<p style="text-align: center;">200. ENROLLMENT OF STUDENTS</p> <p>The district shall enroll eligible school age students in accordance with Board policy and applicable laws and regulations. The entitlement and requirements to secure enrollment shall apply equally to resident students residing with their parents/legal guardians; emancipated minors; nonresident students living with district residents who are supporting children gratis, including students residing in the district as the result of the military deployment of parents/guardians; children living with pre-adoptive parents who reside in the district; nonresident students living in facilities or institutions within the district; and nonresident students living in foster homes.</p> <p>School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which the student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p>District of Residence shall be defined as the school district in which a student's parent/legal guardian resides.</p> <p>An emancipated minor shall be defined as a student under the age of eighteen (18) who has established a domicile apart from the continued control and support of a parent/guardian. Emancipation of a minor is a question of fact, which is not presumed and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.</p> <p>Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of a lack of housing. Homeless students lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children are youth awaiting foster care placement and unaccompanied homeless youth.</p> <p>Unaccompanied homeless youth shall be defined as any child who is not in the physical custody of a parent/guardian, including students who have run away from</p>
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3. Guidelines
Title 22 Sec.
11.14

SC 1304, 1326
Title 22
Sec. 11.15, SC
1304

Chapter 14

SC 1301, 1302
Title 22 Sec. 11.11,
12.1

home, been thrown out of their homes or abandoned or separated from their parents/guardians.

School Age Requirements

Kindergarten

Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before September 1.

First Grade

Children are eligible for admission to first grade if they have attained the age of six (6) years on or before September 1. A child who has completed an accredited kindergarten school-age program outside of our district, not including a preschool or daycare program, will be eligible to attend first grade as a matter of matriculation even if he/she has not attained the age of six (6) years on or before September 1 provided that the student has attained the age of five (5) years and seven (7) months before September 1.

They shall be admitted to school only during the first two (2) weeks of the annual school term, except (a) children who are eight (8) years of age may begin school at any time during the school year; and (b) children who are above the age of six (and have attained the age of six (6) years on or before September 1) but below the age of eight who have entered primary school in another public or private school and have transferred to a District public school may be admitted at any time during the school year.

Special Education

District residents who (a) are eligible for special education in accordance with Chapter 14 of the regulations of the State Board of Education, or any successor regulations thereto; (b) are under the age of 21 and have a Graduation Equivalency Diploma (GED) and have not graduated from an accredited public or private high school program, shall remain eligible to receive free public education from the school district through the end of the school term of their twenty-first year.

Enrollment Requirements of Resident Students

School age children shall be entitled to attend the schools of their district of residence.

The district shall normally enroll eligible school age students the next business day, but no later than five (5) business days after application.

The district shall not enroll a student until the parent/guardian has supplied:

Title 22 Sec. 11.11

1. Proof of child’s age

Acceptable documentation includes: birth certificate, notarized copy of a birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, a valid passport, or a prior school record indicating the date of birth.

2. Immunizations required by law

Acceptable documentation includes: either the child’s immunization record, a written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in process, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.

3. Proof of residency

Two proofs of residency are required. Acceptable documentation includes:

- a) Rental/Lease or purchase agreement of a permanent SLSD residence
- b) Payment receipt of appropriate state and local taxes with SLSD address
- c) Pennsylvania driver’s license and/or automobile registration with SLSD address
- d) Utility bills (water, sewer, heat, oil electricity) with SLSD address (no cell phone bill or credit card bills)
- e) Pennsylvania identification card.
- f) Current pay stub with address of employer and employee
- g) Current medical, state, or federal benefits document showing SLSD address (medical insurance, social security, unemployment, etc)

SC 13-1304A

4. Parent/Guardian Registration Statement

A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property, sexual assault conviction or adjudication must be provided for a student to be admitted to any school entity.

SC 13-1317.2(e.1)

SC 13-1318.1(g)

However, the district shall not deny or delay a student’s enrollment based upon information contained in the student’s certified disciplinary record or parent

Title 22
Sec. 11.11

registration statement, but may provide alternative education services or assign the student to an alternative assignment to students who have committed weapons offenses or who have been expelled for an act or offense involving sexual assault conviction or adjudication of delinquency, in accordance with applicable law.

5. **Home Language Survey**

The district shall administer a home language survey to all students enrolling in the district's schools for the first time.

Upon enrollment, the district shall contact the student's former school and request a certified copy of the student's education and, if applicable, the student's discipline records. The district shall enroll eligible students within five (5) business days of application regardless of receipt of records from previous districts.

Documentation that will be requested from the former district may include: (a) picture identification, (b) health or physical examination records, (c) academic records, (d) attendance records, (e) Individualized Education Program, and (f) other special education records.

Items that will not be requested are: (a) social security number, (b) the reason for the child's placement if not living with natural parents, (c) child's or parent's visa, (d) agency records, or (except for the limited circumstances below), (e) a court order or records relating to a dependency proceeding.

Homeless Students

In the case of homeless students, traditional concepts of residence and domicile do not apply. The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law.

Emancipated Minor

Emancipated minors and unaccompanied homeless students may enroll without any additional assistance from a parent/guardian.

Immigrant Students

The district shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted to school may not be conditioned on the child's immigration status. Students are to be enrolled following the same guidelines above.

Custody Agreements

Title 22
Sec. 11.11

SC 1301, 1302

SC 1310.1

A student may only have one (1) school district of residence. If the parents/guardians of a child share joint custody and the child's time is evenly divided between the residences of each parent/guardian, the parents/guardians may select one of the school districts and enroll the child in that district.

When the parents/guardians of a student reside in different school districts, the student may attend the school district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.

If the individual enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child, the district may require submission of the court order or custody agreement. The district shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstance.

Enrollment and Placement of Twins and Higher Order Multiple Siblings

Twins or higher order multiple siblings shall be enrolled in the district in the same manner as all other students. Placement of twins or higher order multiple siblings in particular classrooms within the district shall be determined in accordance with applicable law.

SC 1302

Pre-Adoptive and Adoptive Students

Students living with pre-adoptive parents/guardians who are receiving adoption assistance subsidies, pre-adoptive foster payments, Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), are entitled to attend public school within the district. Student living in pre-adoptive or adoptive situations are considered residents of the district and are entitled to all free, school privileges accorded to resident students.

SC 1302

Students of Military Personnel

When residents are military personnel who are deployed and their children are living with relatives within the district, the students are entitled to attend school in the district. The students should be enrolled following the same guidelines as non-resident guardianship situations. See "Students Living with Resident Adult other than Parent" below for registration procedures.

Civil Rights Act
1964
Title VI
42 U.S.C. 200
20 U.S.C. 1703

Students and Families with Limited English Proficiency

Students and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the students properly.

Address Confidentiality Program (ACP)

Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school districts shall not require additional information regarding their residence. School records from the student's former school will be forwarded through the ACP. If there are questions about the family's eligibility for enrollment, contact the ACP at 1-800-563-6399.

Enrollment Requirements of Non-Resident Students

Any child placed in the home of a district resident by a court or government agency shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children. Although, the district shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Superintendent's Designee before an eligible nonresident student may be accepted as a student in the district.

SC 1316; 2561

The district shall not be responsible for the transportation to or from school of any students residing outside of school district boundaries.

SC 1302

Tuition rates shall be determined in accordance with statute, if applicable.

Student Living with Resident Adult other than a Parent

When a student is living with a district resident, who is supporting the child without personal compensation, (gratis) the child may attend the District's public schools of that resident.

Before enrolling a new student who lives with a relative or friend of the family, the Guardianship Affidavit must be completed and approved by the Superintendent. Once the aforementioned documentation is provided and approved, the District will enroll the child and permit him/her to begin to attend school without delay, but in no case more than 5 days.

SC 1305

A resident's receipt of Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive or adoptive support, maintenance on public or private health insurance, support form from the United States military or military personnel or child support payments shall not be deemed to be personal compensation or gain.

Students Living in Foster Care

Nonresident students placed in foster care are entitled to all free, school privileges accorded to resident children of the district and in the same manner as though such student were in fact a resident student of the district. An entrance certificate must be provided by the placing agency.

In addition, this includes students awaiting foster care placement. Although, the district will contact the appropriate local Department of Children, Youth and

SC 1306-9

Families to determine if students meet the qualifications of a student awaiting foster care placement.

Students as Inmates of Institutions

A child who is an inmate of an institution for the care or training of children located within this district is not a legal resident of the district by such placement; but she/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.

SC 1306-2(b), 1318

Students Incarcerated in Adult Facilities

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the school district in the same manner and extent as an expelled student.

SC 1306-2(b), 1901

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the school district in the same manner and extent as a student placed in an alternative education program for disruptive students.

SC 1316

Students returning from a delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine whether the student is currently fit to return to the regular classroom or meets the definitions of a disruptive student.

Future Residents

Students whose parents or guardians have executed a contract to buy or build a residence in the district for occupancy within 60 school days may be enrolled without payment of tuition for the 60 school day period prior to the anticipated date of residency. If the student does not become a resident by the end of the free tuition period, tuition will be charged from that date onward, and parents/guardians must demonstrate proof of final residency. Parents/Guardians of student who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

The district reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid.

Former Residents

All resident students who cease to live within the boundaries of the district after April 1 shall be allowed to finish the school year at no tuition charge.

A member of the senior class who ceases to live within the boundaries of the district

before April 1 may be permitted to complete his/her senior year, tuition free, upon approval of the Superintendent or his/her designee.