

ADMISSIONS

FD  
(LOCAL)

REGISTRATION  
FORMS

Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.

MINOR LIVING APART

A minor child who has established a residence within the District; apart from his or her parent, guardian, or other person having lawful control under an order of a court, (who is not a "homeless child" as defined in 42 U.S.C. 11302 et seq.), and who has satisfactorily demonstrated that his or her presence in the District is not for the primary purpose of participation in extracurricular activities may be enrolled in and entitled to attend the applicable school or program of the District. [See FD(EXHIBIT)-A]

DEFINITION

"Residence" for purposes of this policy means a personal presence within the District at some specific place of abode with no present intention of definite and early removal and with the purpose to remain for an undetermined period, not infrequently. The term implies both bodily presence and the intention to remain in the District for an indefinite period of time.

ENROLLMENT  
PROCEDURE

Such minor child may be enrolled by a resident adult who has actual care, control and possession of the child and who has written authorization from the parent, guardian, or other person having lawful control to enroll the child and with the power to consent on behalf of the child to medical treatment, immunizations of the child, and other necessary consents for educational purposes.

VERIFICATION OF  
AGE

The principal shall verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as proof of a student's age.

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.

PROOF OF  
RESIDENCE

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residence in the District in the form of one or more of the following:

1. A recently paid rent receipt.
2. A current lease agreement.
3. The most recent tax receipt indicating home ownership.
4. A current utility bill indicating the address and the adult's name.

In addition, the adult shall present a valid Texas driver license or Texas identification card indicating the correct address.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides shall provide proof of residence in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent shall provide proof of residence in the same manner as a parent.

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 student residence information by:

1. Requiring additional mail addressed to the person enrolling the student;
2. Visually inspecting the residence for evidence that the student indeed lives there; or
3. Applying the criteria outlined in the UIL Constitution and Contest Rules.

ADMISSION  
INFORMATION

The District requires completion of a form containing information on each student seeking admission [see FD(EXHIBIT)-A, -B, or -C, as appropriate]. If the student is not living with a parent, guardian, or other person having lawful control of the student, the District shall verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court.

DESIGNATION OF  
PERSON STANDING IN  
PARENTAL RELATION

The District shall request that a Power of Attorney be provided for any student not currently residing with a parent or guardian. [See FD(EXHIBIT)-C] The District shall establish a time line for the completion and return of the Power of Attorney and a procedure for waiving this request when the Superintendent determines that a student's circumstances preclude compliance.

EXCEPTIONS

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

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

ADMISSIONS

FD  
(LOCAL)

NONRESIDENT  
STUDENT IN  
GRANDPARENT'S  
AFTER-SCHOOL  
CARE

As approved by the Board, a substantial amount of after-school care consists of daily care on all instructional days based on the annual District calendar.

The age of the student and any special needs or circumstances shall also be considered. The student may continue in enrollment as long as the grandparent provides this level of care.

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. [See FD(EXHIBIT)-B]

The Superintendent shall have authority to approve such admissions requests in accordance with criteria approved by the Board.

The District reserves the right to assign a student who enrolls as a nonresident student in a grandparent's after-school care to a campus outside the grandparent's residence zone as needed based on enrollment. Transportation shall not be provided.

PROOF AND FALSE  
INFORMATION

The administration may require satisfactory evidence the student has established and is maintaining his or her residence within the District. Applications for admission or enrollment shall include written notice that Texas Penal Code 37.01 subjects a person to criminal prosecution for knowingly giving false information for purposes of enrolling a student, and may be subject to liability to the District for the education costs of the student. The District may withdraw any student who has enrolled without establishing a residence, or who ceases to maintain a residence within the District.

LIMITATIONS

The District is not required to enroll or admit a minor student having a residence apart from that of the parent, guardian, or other person having lawful control of the person under a court order if such student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in:
  - a. Removal to a disciplinary alternative education program; or
  - b. Expulsion.
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or

ADMISSIONS

FD  
(LOCAL)

3. Has been convicted of a criminal offense and is on probation or other conditional release.

HOMELESS  
STUDENTS

Any student who is homeless by definition of the McKinney-Vento Act shall be enrolled without proof of residency according to guidelines stated in the Act.

FOREIGN EXCHANGE  
STUDENTS

A foreign exchange student is a person under 21 years of age on the first day of September, placed by a nationally recognized foreign exchange program with a host family that resides in the District. Foreign exchange students shall be enrolled and classified as juniors. At the completion of the year, these students shall receive a certificate of attendance.

KINDERGARTEN:  
OVERAGE  
ENROLLMENT

A parent or guardian may submit a written request including supporting evidence to enroll an eligible child for first grade placement in kindergarten providing the child has not been enrolled in a District school. The District reserves the authority to assess the child to determine whether the child shall enter kindergarten or first grade using the following assessment procedures. Placement of students previously enrolled in a District school should refer to policy EIE(LOCAL).

1. The principal may make the decision to place the child in first grade or kindergarten after an initial conference attended by the parent/guardian, appropriate teacher(s), and the principal.
2. If the principal determines additional information/data is needed, the child will be observed in the first grade classroom for a period not to exceed 15 instructional days. Observers will include the child's first grade teacher, a counselor, a kindergarten teacher, and the principal or assistant principal.
3. During the observation period, the school will administer appropriate assessments to determine the child's academic level.
4. At the end of the observation period, the principal will hold a follow-up conference with the school personnel involved in the observations. All data collected, including parent information, will be shared and a school recommendation reached.
5. A final conference including the parents or guardian and school personnel will be held to share information leading to the recommendation.
6. A plan of action for accommodating the child in first grade or kindergarten will be presented to the parents or guardian. Careful consideration will be given to the child's performance expectations and the impact of this decision on the child's en-

tire school career. The principal shall determine the final grade placement.

PLACEMENT  
ACCREDITED  
SCHOOLS

New resident students entering the District from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. 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.

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 Education.

TRANSFER  
CREDIT

The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

NONACCREDITED  
SCHOOLS

Students entering the District from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially based on the coursework shown from the nonaccredited school, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for final placement may include:

1. Scores on achievement test(s), 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 tests developed to demonstrate mastery of high school coursework required for graduation.
6. Other criteria deemed appropriate by the principal.

WITHDRAWAL

Minor students may withdraw from school only by presenting a request signed by the student's parent/guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without parent/guardian signature.

Students who are withdrawing from school shall report to the principal's office at the beginning of the last full day of school. A dated and signed note from the parent giving permission for the student

to withdraw shall be filed in the attendance office. A withdrawal card shall be issued to the student to be presented to each teacher as the student reports to class. Each teacher, librarian, and nurse shall sign the card when the student's record is clear with them.

At the beginning of the last period, the withdrawal card shall be brought back to the office. The vice principal and counselor shall sign the card and a copy shall be given to the student.