

# WEST MIFFLIN AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 12, 2021

REVISED:

## 200-AR-0. ENROLLMENT OF STUDENTS

Students are considered school age and are entitled to attend district schools from the time they are admitted to a public school until graduation from high school or the end of the school year in which they turn age twenty-one (21).

When a student of school age is presented to any district school for enrollment, school staff will require the following documentation:

1. Proof of the student's age – acceptable documentation includes one (1) of the following: birth certificate; baptismal certificate; transcript of the record of baptism duly certified and showing the date of birth; notarized statement from the parents/guardians indicating date of birth; a valid passport; or a prior school record indicating the date of birth.
2. Immunization record with dates or assurance from the former school district or a medical office that the required immunizations have been completed or a required series has begun, with a record to be sent. Written statements are required for religious and medical exemptions.
3. Proof of residency – acceptable documentation includes three (3) of the following: PA driver's license or identification card; deed; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee's address; and public assistance or social security check stub.
4. Temporary proof of residency - mortgage agreement; rent payment receipts or lease only. After thirty (30) days, a resident must submit two (2) other proofs of residence from the above list. Failure to do so will result in the student(s) being removed from the school roles.
5. Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence as required by the Pennsylvania School Code.

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until the document(s) is provided:

1. Picture identification.
2. Health or physical examination records.

3. Academic records.
4. Attendance records.
5. Individualized Education Program or other special education records.
6. Registration form.

School staff will not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent.
4. Student's immigration status.
5. Agency records.
6. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.

District staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

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

Upon enrollment of a student, school staff will contact the student's former school for a copy of the student's education records and disciplinary record, if any. If the school is within Pennsylvania, the disciplinary record should be sent within ten (10) business days.

The district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the district can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense. If a student has been expelled from the previous district for reasons other than a weapons offense, the district will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the district.

Health records must be transferred from all public and private schools, upon the request of the building principal or designee.

The district will administer the home language survey to all students enrolling in the district for the first time.

The building principal will report to the Superintendent or designee the name of any student attempting to enroll who does not present the required documentation.

#### Students Enrolling Without Previous School Records

If a student is presented for enrollment without previous school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the building principal, in consultation with the appropriate staff, will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the Board for district students.

The student and parents/guardians will be informed in writing of the results of the evaluation and the student's placement. The Board's adopted policy and planned instruction will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

#### Change of Address

When a student or parent/guardian notifies the school of a change of address within the district's boundaries, the parent/guardian will be required to bring proof of residence to the school.

A new student registration form will be filled out with the student's name, date of birth, new address, telephone number, school attending and grade.

The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

#### Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, email or telephone with the building principal.

The individual or the school district may send written follow-up to the Department of Education, School Services Unit.