

Enrollment

Purpose

This policy prescribes the general parameters for enrolling students and maintaining enrollment and attendance records.

Scope

This policy applies to the Superintendent, school administrators, staff responsible for student enrollment and attendance processes, students and parents or guardians.

Policy

1. The Superintendent or designee will develop procedures for enrolling students, recording attendance, and counseling and correcting students with attendance problems. Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, the district and/or school program staff responsible for student information and data will be diligent in maintaining such records.
2. When enrolling a student who has attended school in another school district, the parent or guardian ("parents") and student will be required to briefly indicate in writing whether or not the student has:
 - (a) Any history of placement in a special education or related services program.
 - (b) Any past, current or pending disciplinary actions.
 - (c) Any past, current or pending truancy actions, or other attendance issues.
 - (d) Any history of violent behavior or convictions.
 - (e) Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson.
 - (f) Any unpaid fines or fees from other schools.
 - (g) Any health conditions affecting the student's educational needs.
3. If the Superintendent or building administrator receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and other appropriate staff will be informed.
4. The enrolling school program may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements.
 - 4.1. The school/district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence.

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- 4.2. The school/district will not inquire into a student’s citizenship or immigration status or that of his/her parents. The request for enrollment may be made by the student, parent or guardian.

Related Procedures

3115P1-Homeless Students: Enrollment Rights and Services

3120P1-Enrollment

3122P1-Excused and Unexcused Absences

Policy Cross References

2255-Alternative Learning Experience Programs

3115-Homeless Students: Enrollment Rights and Services

3116-Students in Foster Care

3122-Excused and Unexcused Absences

Policy Legal References

RCW 28A.225.215 – Enrollment of children without legal residences

RCW 28A.225.330 – Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules

WAC 392-121-108 – Definitions — Enrollment exclusions

WAC 392-121-122 – Definitions — Full-time equivalent student

WAC 392-121-182 – Alternative learning experience requirements

WAC 392-169-022 – Running start student — Definition

Management Resources

Policy & Legal News, June 2014

Policy History

Action:	Date:
Approved by the Board	February 18, 2015
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