Book	Policy Manual
Section	200 Pupils
Title	Enrollment of students
Code	200
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Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and procedures.[1][2][3][4]

Definitions

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 a student reaches the age of twenty-one (21) years, whichever occurs first.[1][5]

District of residence shall be defined as the school district in which a student's parents/guardians reside.[2][3]

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][6]

The district shall not enroll a student until the parent/guardian has supplied three (3) proofs of residency, proof of the student's age, and immunizations required by law. The district will also require additional documentation upon enrollment. All required information will be included in each registration packet and also posted on the district website.[1][2][3][7][8][9][10]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][11]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

Transferring students will be enrolled once credits are received from the sending school and confirmation of withdrawal is received. Students returning to the school district from cyber schools are required to re-enroll.

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, laws and regulations.[12]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[13]

Residency Eligibility

When the parents of a student reside in different school districts, the student may attend school in the 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 parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year. Parents are to upload any and all custody agreements upon enrollment.

If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate procedures for the enrollment of eligible students in district schools.

Legal
1. 24 P.S. 1301

2. 24 P.S. 1302

3. 22 PA Code 11.11

4. 22 PA Code 11.41

5. 22 PA Code 11.12

6. 22 PA Code 12.1

7. 24 P.S. 1303a

8. 24 P.S. 1304-A

9. Pol. 203

10. Pol. 216.1

11. Pol. 138

12. Pol. 251

13. Pol. 202

Pol. 201