

Section: **STUDENTS**

Policy Title: **Enrollment**

The Superintendent will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- Student's legal name
- Any history of placement in a special education program;
- Any past, current or pending disciplinary actions;
- Any history of violent behavior or convictions,
- 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;
- Any unpaid fines or fees from other schools; and
- Any health conditions affecting the student's educational needs

If the district 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 and students, the student's teachers and building security personnel will be informed.

The district requires students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The school district will not require proof of residency or any other information regarding an address for any student who is classified as homeless under the provisions of the federal McKinney-Vento Act. A district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians. The request for enrollment may be made by the student, parent or guardian.

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 will be diligent in maintaining such records.

Cross Reference: Board Policy 2255

Alternative Learning Experience
Programs

Legal References: RCW 28A.225.215

Enrollment of children without legal
residences

28A.225.330

Enrolling Students from other districts
– Requests for information and

WAC 392-121-108	permanent records - Withheld
392-121-122	transcripts - Immunity from liability
	- Notification to teachers and
392-121-182	security personnel - Rules
	Definitions - Enrollment exclusions
392-169-022	Definitions - Full-time equivalent
42 U.S.C. 11431 et seq.	students
	Alternative learning experience
	requirements
	Running start student – definition
	McKinney-Vento Homeless Assistance
	Act

Adopted: May 8, 2006
Revised: February 21, 2012