SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Administrative Procedures

ADMISSION OF STUDENTS IN GRADES K-12 AND REGISTRATION DOCUMENTATION

The admission of and registration of students in grades K-12 entails the completion and verification of various documents. Students enrolling in the Pre-Kindergarten program should refer to administrative procedure E27. The principal has the authority and responsibility to determine initially whether or not a student is eligible for enrollment in school. The principal may designate another administrator to interview those wishing to register students, but **the principal makes the campus determination**. If the principal has doubt about the residency of any student after using these guidelines, the principal shall contact the Admissions Officer. Unless the initial determination is appealed, the principal's determination of residency or homelessness shall stand. The principal shall establish written procedures for registration to ensure that all information is obtained in an expedient, efficient manner.

REGISTRATION

During the registration process, the person(s) registering the student must have their identification verified. Identification may be verified through a driver's license, military identification, or other acceptable photo identification. This information will be entered by the parent on the ***Student Registration Card*** [FORM F1-A].

Should the parent NOT submit the ALL required documents upon registration, the principal/designated administrator shall have the parent complete the ***Registration Requirements*** [FORM F1-B] is to provide assistance with campus follow-up on securing registration documentation and accurate information.

AGE REQUIREMENTS

Age is verified by a certified birth certificate. A copy of the certified birth certificate shall be made for the student's permanent record. The document is necessary for students to be enrolled, but parents have 30 days in which to submit the written documentation or 90 days if the child was not born in the United States. The person must provide a certified copy of the child's birth certificate or other reliable proof of the child's identify and age with a signed notarized statement explaining the inability to produce a certified birth certificate.

Age Requirement - The principal/designated administrator shall admit a student if the student is over five and younger than 21 years of age on the first day of September of the school year in which admission is sought as long as the student has not yet received a high school diploma.

SOCIAL SECURITY CARD: A copy of the student's social security card should be made and retained in the student's file. If a student has already been enrolled in a Texas public or charter school, the District will use the previously-assigned State ID number if the student does not have a social security card. If a parent/legal guardian has not secured a social security card or the student has not attended a Texas public or charter school, the district will assign an identification number.

RESIDENCY REQUIREMENTS

Proof of residency is required at the time of student enrollment. There is not a 30-day waiting period for residency.

1. The Texas Education Code and Board policy require the District to admit a student when:

a. The student or either of the student's parents reside within the District;
b. The student does not reside in the District but a parent of the student resides in the District and that parent is a joint managing conservator, sole managing conservator, or possessory conservator of the student. The principal/designated administrator shall require a copy of the divorce decree upon consideration of this circumstance for admission;
c. The student does not reside in the District, but a grandparent who resides in the campus attendance boundaries is providing at least 5 hours of after-school child care a week for at least 80% of the school days.
d. The student and his/her guardian or other person having lawful control of the student under a court order reside within the District;
e. A minor student has established his/her separate residence away from the parent, guardian or other person having lawful control;
f. The student is a foreign exchange student placed with a host family by a nationally recognized foreign exchange program and the host family resides in the District,;
g. The student resides in the District and is 18 years of age or older or the person's disabilities of minority (noted as emancipated adult) have been removed. If the student claims to have had the disability of minority removed, the student must present a court order evidencing this or a marriage license if the student is married; and/or,
h. The student is considered "homeless" as defined by federal law, McKinney-Vento Homeless Assistance Act. A homeless person includes a child who lacks a fixed, regular and adequate nighttime residence:
    1) Includes sharing the housing of another person due to loss of housing, economic hardship, domestic violence, or similar reason;
    2) Living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations;
    3) Living in emergency or transitional shelters;
    4) Abandoned in hospitals; or
    5) Awaiting foster care placement.

2. When a child under the age of 11 initially enrolls in a school, the school is required to take the following steps:
    a. Request from the person enrolling the child, the name of each previous school attended by the child.
    b. Request from each school the school records for the child or, if the person enrolling the child provides the records, request verification from the school of the child's name, address, birth date, and grades and dates attended.
    c. Notify the person enrolling the student that not later than the 30th day after enrollment, or the 90th day if the child was not born in the United States, the person must provide a certified copy of the child's certified birth certificate or other reliable proof of the child's identity and age with a signed statement explaining the inability to produce a copy of the birth certificate.
    d. If the person enrolling the child does not provide valid prior school information or the required documentation, the school shall notify the appropriate law enforcement agency on the 31st day after the person fails to comply. The failure to provide records does not constitute grounds for refusing to admit an eligible student.
    e. If the student is an unaccompanied youth (not in the physical custody of the parent or legal guardian) and is homeless, the SAISD Homeless Liaison at the Guidance & Counseling Department must be contacted in support of the child and school personnel.

VERIFICATION OF RESIDENCY

Proof of residency is required at the time of student enrollment; there is not a 30-day waiting period for residency.

1. Except for homeless children and youth, parents/guardians or other person having lawful control must provide proof of residency (using one of the following):
    a. Utility statement, home phone bill, etc. with current date (a driver's license is not acceptable as proof of residency – it is only a proof of identity);
    b. Current lease agreement (handwritten receipts must be notarized);
    c. If grandparent is providing a minimum of five hours after-school child care per week for at least 80% of the school days, the ***Application For Out-Of-District Student Receiving After-School Care From Grandparent*** [FORM F1-D] must be completed and notarized; or
    d. Notarized ***Verification of Address*** [FORM F1-F] from a person with proof of residence in the District stating that the parent/guardian and student are living at that residence. The person with whom they are living shall present the proof of their residence within the District.
    e. If the parent/guardian does not have proof of residency, the ***Student Residency Questionnaire*** [FORM F1-C] must be completed. The administrator can determine that a child is or may be homeless when the adult seeking to enroll the student describes where he/she is living on the ***Student Residency Questionnaire*** [FORM F1-C]. Once the document is completed and initial placement is made, the ***Student Residency Questionnaire*** [FORM F1-C] is to be faxed to the Guidance and Counseling Transitions Office for verification.
2. Minors Living Apart from Parent, etc.: As noted above, a minor student may establish a separate residence away from the parent, guardian, or other person having lawful control for any specific purpose, except, however, it must be established that the student's presence in the District is not for the primary purpose of participation in extracurricular activities.
    a. The following form must be completed and submitted to the principal/designated administrator: ***Application for Determination of Residency of a Minor Living Apart From the Parent, Guardian, or Other Person Having Lawful Control Under Court Order*** [FORM F1-E]. Those who intend to serve as the custodial parent(s) shall sign and return a notarized copy of the custodial parents' page. The legal parent(s)/guardian(s) shall sign and return a notarized copy of the ***Custody for School Purposes*** page.
    b. The principal shall complete the ***Residency Determination*** page of the application noting whether or not the student is eligible for admission after reviewing the entire application.
    c. The District will not admit a student living separate and apart from a parent or legal guardian if the student (except students who are homeless):
        1) Engaged in conduct or misbehavior within the preceding year that resulted in removal to an disciplinary alternative education program or 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
        3) Has been convicted of a criminal offense and is on probation or other conditional release.
3. Foster Care Students - A child placed in foster care by an agency of the state or by a political subdivision shall be permitted to attend the school if the foster parents reside in the District. The child may not be prohibited from fully participating in any activity sponsored by the District. Also, a student enrolled in high school who is placed in temporary foster care by the Texas Department of Human Services at a residence outside the attendance area for the school or outside the District is still entitled to complete high school at the school in which the student was enrolled at the time of placement without tuition. If the student is awaiting foster care placement, the student is homeless and falls under the McKinney-Vento Homeless Assistance Act and must be enrolled. The SAISD Homeless Liaison can be called for assistance.
4. Court-Appointed Guardianship - A student shall not be denied admission under any circumstances if the student and his/her court-appointed guardian or managing conservator resides within the school attendance zone. Also, the principal may not require a court-appointed guardianship prior to admission of a student.

5. In cases when a student is determined not eligible for admission, the principal shall notify the student or individual wishing to enroll the student of the right to appeal the principal's decision to the District's Admissions Officer.
   Once residency requirements have been established, the parent/guardian must complete the remaining registration documents. A minor student (until age 18), except for homeless students, must be enrolled by the parent, legal guardian, or other person having lawful control as required by law [Texas Education Code §25.002(f)]. The following form shall be completed and signed by the parent/guardian, other person having lawful control under court order, or custodial parent. Students age 18 or older shall complete and sign the forms themselves.
   a. Student Registration Data Card - All data on the ***Student Registration Data Card*** [FORM F1-A] must be accurate regarding name, address and date of birth of the person enrolling the student. The Texas driver's license number is optional. In order to contact the parent/guardian or other person in lawful control in emergency situations, the adult registering the student shall supply the following information [Board Policy FFAC (LOCAL)]:
      1) Correct address
      2) Correct telephone numbers, both home and work
      3) Emergency contact persons' names and telephone numbers - preferably for two or more persons
      4) Written authorization for anyone other than themselves to whom the student may be released during the school day.

SCHOOL OF ORIGIN FOR HOMELESS STUDENT

1. When a student is determined to be homeless, the District must allow the parent to enroll the student in their school of origin according to federal law. The school of origin can be one of the following:
   a. Continue the student's education in the school in which the student was last enrolled or attended before being homeless (school of origin); or
   b. Enroll in the school in which the student is actually living and is eligible to attend.
2. Should the school selection decision of the parent/guardian or the unaccompanied youth not be honored, the school is to provide a written explanation ***Enrollment Dispute/Resolution*** [FORM F1-J], including a statement regarding the right to dispute. The school principal must contact the SAISD Homeless Liaison about the request for dispute process and must send a fax of the signed appeal form to the SAISD Homeless Liaison at the Guidance and Counseling Department. Pending the outcome of the appeal, the student must be enrolled in the school identified by the parent/guardian or unaccompanied youth. The SAISD Homeless Liaison will provide documentation regarding the outcome of the dispute and include the final enrollment status of the student(s).

MEDICAL INFORMATION

The following documents are necessary for students to be enrolled but parents have (30 days) in which to submit the written documentation.

Medical Information - The nurse must have medical information on file for every student annually in addition to the immunization information, such as doctor/ hospital preferred, allergies, etc. Parents/guardians complete the ***Student Health Inventory and Emergency Information*** [FORM F1-G]. This form once it is completed is provided to the school nurse for retention.

Immunization Records- If the student has recently been enrolled in an SAISD school, the copies of immunization records can be obtained from the previous school. If the student has not been recently in the District, updated data will be obtained from the most recent school. Students moving from within another Texas school district should have a state identification number.

Up-to-date Immunizations

1. Students who have never before been enrolled in a school in the United States - If the child is initially entering a public school (i.e., pre-kindergarten or kindergarten or coming from another country), immunization records are required before the student can be enrolled. [Texas Education Code Section 38.001(a)] except when a child is homeless. A student may be provisionally admitted if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.
2. Students who are transferring from another school in the United States - The parent must present copies of the immunization record that establishes that the student's immunizations are current. A grace period of thirty (30) calendar days may be allowed while the school awaits the transfer of written proof of the immunization records which the child has been given prior to enrollment; this does NOT mean that the parent has thirty days to have the student immunized. The student may be provisionally admitted during the 30-day grace period, or if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible. In lieu of proof of immunizations, proof may be submitted that the child is not required to be immunized (such as medical or religious reasons).

ACADEMIC INFORMATION

The following documents are necessary for students to be enrolled but parents have 30 days in which to submit the written documentation.

Academic information - In order to ensure that the student is properly placed for instruction, the parent/guardian shall give the following information as completely as possible. Even if written data is not available for submission to the school, the parent/guardian shall explain in a conference with school personnel (counselor, principal, etc.) the following if applicable:

1. Information regarding Special Education/§504 disabling condition and instructional setting.
2. Information regarding disciplinary placement: placement in a DAEP (discipline alternative school), expulsion, etc. Texas Education Code §37.008(j) stipulates that if a student was placed in a DAEP by another school district and has not completed the term of placement, our District may continue the placement in a DAEP in our District until the term is completed by the student. Therefore, it is necessary that parents and students wishing to enroll clearly communicate such a placement to the school upon registration.
3. Latest report card or school withdrawal form from the previous school or district.

HOME LANGUAGE SURVEY

Home Language Survey - The parent/guardian of every student new to the District shall complete the Home Language Survey [FORM F1-H] which is filed in the student's Permanent Record Card (PRC).

RELEASE OF STUDENT INFORMATION FORM

Release of Student Information – This form must be given to the parent/guardian of every student each year distributed through the District's ***Parent-Student Handbook***. Parents have a choice whether or not they want directory information about their children released. Parents should indicate their preference. The data/attendance clerk shall key in the restriction codes for any students whose form is returned with the DO NOT ALLOW box marked and the form is signed by the parent/guardian. The school staff shall retain the returned forms for the school year.

Family Income – The parent/guardian of every student will be required to complete the Federal Lunch Program Application for the 2007-2008 school year, PK students shall also complete the Family Income Data [FORM F1-I] which is filed in the student's Permanent Record Card (PRC).

Migrant Survey- In order to identify students for additional services through the Migrant Program, the parent/guardian of every child will need to complete the ***Family Employment Survey*** [FORM F1-L].

Only surveys with "YES" responses will be filed in the student's PRC and a copy faxed to the Migrant Program at 434-1929.

ACCURACY OF DATA

The parent/guardian shall be notified of the importance of all data entered. Presenting false information/records for identification is a criminal offense [Penal Code §37.10] and knowingly falsifying information on a form required for enrollment in the District may make the person liable for tuition or other costs as provided in District Policy FD(LEGAL) and Texas Education Code §25.001(h). This information will be printed on all appropriate forms. Also, school personnel shall notify the person registering the student that any change in address, telephone, emergency contact, etc., must be communicated to the school immediately.

Attachments: EXHIBIT F1-A: *Registration Guide*
FORM F1-A: *Student Registration Data Card* [F1-A/SP Spanish] *Spanish is in sample form only.*
FORM F1-B: *Registration Requirements* [F1-B/SP Spanish]
FORM F1-C: *Student Residency Questionnaire* [F1-C/SP Spanish]
FORM F1-D: *Application for Out-of-District Student Receiving After-School Care from Grandparent* [F1-D/SP Spanish]
FORM F1-E: *Application for Determination of Residency of a Minor Living Apart From the Parent, Guardian, or Other person Having Lawful Control Under court Order* [F1-E/SP Spanish]
FORM F1-F: *Verification of Address* [FORM F1-F/SP Spanish]
FORM F1-G: *Student Health Inventory and Emergency Information* [FORM F1-G/SP Spanish]
FORM F1-H: *Home Language Survey* [FORM F1-H/SP Spanish]
FORM F1-I: *Family Income Data* [FORM F1-I/SP Spanish]
FORM F1-J: *Enrollment Dispute/Resolution* [FORM F1-J/SP Spanish]
FORM F1-K: *Transitions Verification*
Release of Information from Student Records available in the Parent/Student Handbook
FORM F1-L: *Family Employment Survey* [FORM F1-L/SP Spanish]

References: Board Policy FD (LEGAL); FD (LOCAL); FD (EXHIBIT); FFAC (LOCAL); *Texas Education Code §25.001, §25.002, §37.008, §38.001, McKinney-Vento Homeless Assistance Act (Subtitle B-Education for Homeless Children and Youth (Public Law 107-110)*

Questions regarding this procedure should be addressed to the District's Admissions Officer, 601 N. Flores, San Antonio, Texas 78205, (210) 227-7594.

See these INDEX references for related procedures: registration data; student transfers; nonresident transfers into the District; emergency contact