

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 200-AR-0. ENROLLMENT OF STUDENTS

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

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 date of birth – 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; duly attested transcript of the birth certificate; or duly certified transcript 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 two (2) of the following: PA driver's license; PA vehicle registration; mortgage agreement; rent payment receipts or lease; property tax payment receipts; utility bill with current address; paycheck stub with employer and employee's address; and current voter registration.
4. Parent 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.

When students are being enrolled in district schools, school staff may not require any of the following documentation:

1. Social security number.
2. Picture identification.
3. Reason for student's placement if not living with natural, pre-adoptive or adoptive parents.
4. Guardianship.

5. Immigration status.

Upon enrollment of a student, school staff will contact the student's former school, if within Pennsylvania, for a copy of the student's disciplinary record, if any, which is to be sent within ten (10) business days. Additional information that may be requested but is not required for enrollment and attendance in school includes: academic record, attendance record, IEP and other special education records.

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

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 School 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 district's Strategic Plan 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.