

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

200-AR-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

Resident Students/Court Order/Custody Agreement

A school age student is entitled to be enrolled in the schools of the district where his/her parent(s) or legal guardian(s) resides, upon submission of required documents.

When parents reside in different school districts due to separation, divorce or other reasons, the student can be enrolled in the district of the parent with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.

If parents share joint custody and the student's time is evenly divided between the parents, the parents can choose which of the two (2) school districts the student will attend for the school year.

If a parent enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent to provide a copy of the order or agreement.

Students Living With Resident Adult Other Than Parent

When a student lives with a district resident who is supporting the student without personal compensation (gratis), the student can enroll in a district school if the resident makes application and provides the required documentation.

In addition to the required documents, school staff will require the resident to provide only one (1) of the following:

1. Legal documentation to show dependency or guardianship.
2. Sworn and notarized statement indicating that the signer is a district resident and is supporting the student without receiving personal compensation, the student is living with him/her continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff can require the resident to provide additional information before enrolling the student in district schools. Required documents may include:

1. Copy of completed county form or court order transferring child support payments to resident, if applicable.

2. Copy of completed state form notifying Department of Welfare of child's new residence, if applicable.
3. Copy of lease/rental agreement identifying the student as a tenant, if applicable.
4. Documents to verify residency, as required for all students enrolling in district schools.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

Student/Families With Limited English Proficiency

The district will provide translation and interpretation services to the extent needed to help a family with limited English proficiency understand the enrollment process.

School staff will promptly enroll the student, upon submission of required documents.

School staff will not request social security numbers or immigration status information.

Foster Students

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the district. Nonresident exceptional students placed in foster care are entitled to receive an appropriate program of special education.

In addition to the required documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

The district will attempt to enable a foster student moving from one placement to another to remain in the same school or the district when the student is moved to another school attendance area or to another school district, when feasible.

Pre-Adoptive/Adoptive Students

A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the district in which the pre-adoptive parents reside.

A student living with adoptive parents is entitled to attend school in the district in which the adoptive parents reside.

School staff will enroll a student living with adoptive parents or pre-adoptive parents who reside in the district, upon submission of required documents.

Students Living In Institutions

If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the district is required to provide an education, and special education when appropriate, to nonresident students placed in the institution.

Students placed in a children's institution have the right to attend district schools if appropriate for the student, upon submission of required documents.

Emancipated Minors

An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from his/her parents/guardians or is living with a spouse.

The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of required documents.

Homeless Students

Homeless students lack a fixed, regular and adequate nighttime residence and may reside in shelters, hotels, motels, cars, tents, or be temporarily housed with a resident family because of lack of housing. Homeless students include unaccompanied homeless youth and those waiting for foster care placement.

School staff will immediately enroll a homeless student, and the family is not required to prove residency.

School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. An unaccompanied homeless student is any child who is not in the physical custody of a parent/guardian and includes a student who has run away, been thrown out of the home, or been abandoned or separated from a parent/guardian.

A youth awaiting foster care placement includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, prior to enrollment, district staff will consult with the county children and youth agencies to determine if the student meets the definition of awaiting foster care placement.

Children Of Military Personnel

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the district, the student is entitled to attend district schools, upon submission of required documents.

School staff will presume the district resident is supporting the student gratis, without personal compensation or gain.

Foreign Students With Student Visas

Students with visas of any type must comply with the terms and condition of that visa, including payment of tuition when required.

When a student with a visa requests enrollment in district schools, the designated district administrator will consult with the district solicitor to ensure the district is following the specific requirements of the applicable visa program.

Undocumented Foreign Students

District staff will not ask about the immigration status of a student who is seeking to enroll in the district.

A student whose immigration status is not documented must provide the residency and other documents required for enrollment.

Students Returning From Delinquency Placements

When a student returns to the district from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because s/he had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if s/he meets the definition of a disruptive student. Factors the district will consider include:

1. If the incident causing the adjudication occurred at school or a school-sponsored event.
2. Student's behavior in the placement.
3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, email or telephone with the Superintendent or designee.

The individual or the school district may send written follow-up to the Department of Education, School Services Unit.