

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 201-AR-0. ADMISSION OF STUDENTS

When a student who meets the age requirements of Board policy is presented for admission into kindergarten or first grade, 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 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; 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.

The building principal will report to the Superintendent or designee the name of any student attempting to enroll in kindergarten or first grade who does not present the required documentation.

Kindergarten and first grade students will be admitted during the first two (2) weeks of the school term. Later admissions may be approved by the Superintendent or designee. Students transferring from another school and students who are eight (8) years old will be admitted at any time.

A student who has been attending an approved public, private or parochial kindergarten program out of the district and does not meet the Board's established age requirements will be permitted to enter the district's program, upon presentation of the required documentation.

Parents/Guardians will be notified of the timelines for kindergarten registration and student screening. Kindergarten readiness screening will be conducted by district staff prior to the beginning of the school term.