

ADMISSIONS

FD  
(LOCAL)

REGISTRATION  
FORMS

Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.

MINOR LIVING APART  
DESIGNATION OF  
PERSON STANDING  
IN PARENTAL  
RELATION

The District shall enroll a student residing in the District whose parent or legal guardian resides in the District. Students may apply to the office of student administrative services to enroll without parent or legal guardian. The parent must complete the District's Power of Attorney form or provide a Power of Attorney prepared by an officer of the court. The resident designated as temporary guardian must complete the District's Guardian Information Form to accept responsibility for the student and establish residency. The manager of student administrative services shall determine if the student is eligible to enroll. If documentation is not provided by the parent, information concerning the student shall be reported to the Department of Family and Protective Services.

Students 18 years of age or older or persons whose disabilities of minority have been removed must present proof of age or emancipation and complete a notarized statement in the office of student administrative services prior to enrolling.

MISCONDUCT

Any such student who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school. [See FD(LEGAL)]

EXCEPTIONS

Based on the individual student's circumstance, the Superintendent or designee shall have authority to grant exceptions to the Power of Attorney requirement and to the exclusion for misconduct.

RESIDENCY  
REVIEW

The manager of student administrative services shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities.

Proof of residency within the District attendance boundaries shall be presented prior to a student being enrolled. See FD(EXHIBIT) for a list of acceptable documents.

The District shall withdraw any student who ceases to be a legal resident of the District. **For a list of exceptions see FDA(LOCAL).**

**Appeals will be considered only for students who have resided within the district and attended school in the district during the current school year. Within five days of the notice to withdraw from the school district, the parent may**

**submit a written petition to appeal a residency decision to the executive director of student services who will designate an appropriate review panel to hear the appeal. If the parent is not satisfied with the findings of the review panel, within five days of the notice of the review panel the parent may submit a petition for further review by the Board. The decision of the Board is final.**

For District withdrawal of students no longer in attendance, see FEA(LOCAL). ~~For residency requirements, see FD(EXHIBIT). For exceptions, see FDA(LOCAL).~~

NONRESIDENT  
STUDENT IN  
GRANDPARENT'S  
AFTER-SCHOOL CARE

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent or designee the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent or designee shall have authority to approve such admissions requests in accordance with criteria approved by the Board.

DOCUMENTATION  
OF STUDENT'S AGE  
AND LEGAL NAME

Parents, legal guardians, managing conservators, legal custodians, married students, emancipated students, and adult students (18 years of age or older) living alone shall present documentary evidence of the date of birth and the legal name of the student when enrolling a student in the District for the first time. [See FD (EXHIBIT)]

The name on a student's school records may be amended when evidence of a legal name change by adoption, court order, or marriage is presented to school officials. A copy of the document authorizing a legal name change shall be filed in the student's permanent record.

AGE OF ADMISSION

A child shall be six years old on or before September 1 to be admitted to the first grade. Exceptions shall be made only when a child:

1. Has completed public school kindergarten in another state;
2. Transfers into the District after having been enrolled in the first grade of a public school or state-accredited private school in another state. The student must be of age to be eligible for public school in the state; or

3. Satisfies the credit by examination requirements for kindergarten acceleration. [See EEJB] Criteria for acceleration may include:
  - a. Acceptable scores on the kindergarten acceleration test.
  - b. A student must have the recommendation of District staff.
  - c. Chronological age and social and emotional development of the student must be observed and documented by District staff.
  - d. A kindergarten student must be six years of age on or before December 31 to be accelerated to first grade.
  - e. Other criteria may be deemed appropriate by the principal and Superintendent.

KINDERGARTEN	A child shall be five years old on or before September 1 to be admitted to kindergarten.
EXCHANGE STUDENTS	Foreign exchange directors shall apply to the office of student administrative services for approval prior to assignment of a student to the District.  Developed guidelines shall be followed.
IMMIGRATION DOCUMENTS	The District shall not provide documents for students entering the United States and/or for students wishing to remain in the United States.
PLACEMENT ACCREDITED SCHOOLS	Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.  For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.
NONACCREDITED SCHOOLS	Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. District-developed assessment instruments.
6. Other criteria deemed appropriate by the principal.

On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

TRANSFER  
CREDIT

The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

WITHDRAWAL

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.