

Administrative Procedures for Enrollment of Students

Attachment for Policy No. 200 & 201

Purpose

The Board of Education (Board) recognizes its responsibility to provide an appropriate education to the children who reside in the District and to assure the District taxpayers that their financial contributions are utilized for the benefit of the children properly residing in or legally placed within the District boundaries. Enrollment of students who are eligible to attend District schools shall meet District policies including enrollment, admission and nonresident eligibility requirements.

Definitions

Resident Student (Student Residing with a District Resident) – A student shall be deemed a resident of the District if they meet any of the following conditions:[1][2]

1. At least one (1) of their parents or legal guardian(s) is a resident of the District and the student lives a majority of their time with the parent/guardian who resides in the District.
2. The student is an adult (eighteen (18) years of age and over) and a resident of the District in their own right.
3. The student is an emancipated minor and is a resident in the District in their own right.
4. Student of legally separated or divorced parents/guardians:
 - a. If the student lives a majority of their time with the parent/guardian who resides in the District
 - b. If a court order or court-approved custody agreement specifies the student to be enrolled in the District.
 - c. If the student's parents/guardians have joint custody, and the parents/guardians reside in different school districts, the parents/guardians shall choose which school district to enroll their child(ren).
5. The student resides with pre-adoptive parents or pre-adoptive foster parents:
6. Homeless students, those students who lack a fixed, regular, and adequate nighttime residence due to the loss of housing, economic hardship, or other significant reasons; runaways; and children who have been abandoned or forced out of their homes by parents/guardians and are living within the District boundaries.[3][4]

Residence - The place where a person owns, leases or rents a house, condo, or apartment within the boundaries of the District.

Guardianship - Court order directing permanent or temporary physical custody of a minor to reside with an adult other than the parent(s).

District of residence: the school district in which a student's parents/guardians reside

School Age - Period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of the age of eligibility as defined by the Pennsylvania Department of Education, whichever occurs first.[5][6]

District schools, for purposes of this policy, shall include:

1. **Catchment schools** - schools within the District that have an attendance boundary, where admission priority is given to students living within the particular boundary. Students who live outside of the attendance boundary are either placed into the school through an administrative office placement process or are admitted through the School Selection Process.
2. **City wide schools** - schools within the District that do not have an attendance boundary and require submission of an application to attend. City wide schools are schools that generally offer specialized courses or areas of study that may concentrate on academics or career and technical programs. Students are admitted through the School Selection Process.
3. **Criteria-Based schools:** Schools within the District that do not have an attendance boundary and require submission of an application to attend. Criteria-Based schools are magnet schools which offer a rigorous, enriched curriculum and may concentrate on a particular discipline or area of study. Students are admitted through the School Selection Process.

Procedures

The Superintendent or designee shall annually notify students, parents/guardians and staff about the District's enrollment policy by publishing such policy in the student handbook, parent newsletters, District website and other efficient methods.[7]

Students/Parents/Guardians shall contact the District's Central Registrar immediately to update the student's address when there is a change in residency within or outside of the District after the initial registration and anytime during the student's enrollment in a District school.

The District shall not inquire about the immigration status of a student as part of the enrollment process.[2]

The District shall administer a home language survey to students enrolling in District schools for the first time.[2][8] All students are to be accepted and enrolled into their neighborhood school regardless of presumed or actual English proficiency.” [8]

Required Enrollment Documentation

The District shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[1][2][5][9][10][11]

In order to establish District residency, parents/guardians will need to provide a Deed, Mortgage statement, or a complete and fully executed current lease and one (1) other form of approved residency documentation. This documentation includes, but is not limited to: HUD settlement sheet, renters/owners insurance, current utility bill - electric/water/sewer/gas/oil/cable/internet, pay stub, home or cell phone bill, letter from social security/public assistance office, IRS Statement or other wage and tax statements e.g., W2, 1040, 1099, current credit card bill, current vehicle registration, recent bank statement with current address.

If a Deed, Mortgage statement or a complete and fully executed current lease cannot be provided, parents/guardians must provide three (3) forms of approved residency documentation. This documentation includes, but is not limited to: HUD settlement sheet, renters/owners insurance, current utility bill - electric/water/sewer/gas/oil/cable/internet, pay stub, home or cell phone bill, letter from social security/public assistance office, IRS Statement or other wage and tax statements e.g., W2, 1040, 1099, current credit card bill, current vehicle registration, recent bank statement with current address. The District may contact the landlord of any lease for verification or clarification if needed.

The District may complete a home visit to verify residency. If a home visit is completed this visit may qualify as one (1) proof of residency.

Nonresidents students may only be enrolled in accordance with Policy 202 and its Administrative Procedures.[12]

Students Experiencing Educational Instability

The District shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law or regulations.[3][4]

Children of Active Duty Military Families

The District shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the District, a copy of the official military orders shall be provided to the District along with proof of the parent's/guardian's intention to move into the District. The parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[13][14]

Legal References:

1. 24 P.S. 1302
2. 22 PA Code 11.11
3. 24 P.S. 1331.1
4. [Policy 251 - Students Experiencing Homelessness](#)
5. 24 P.S. 1301
6. 22 PA Code 11.12
7. 22 PA Code 11.41
8. [Policy 138 - English Language Development/Bilingual Education Program](#)
9. 24 P.S. 1303a
10. 24 P.S. 1304-A
11. [Policy 203 - Immunization and Communicable Diseases](#)
12. [Policy 202 - Eligibility of Nonresident Students](#)
13. 24 P.S. 1302.1
14. 24 P.S. 7302