

NEW CASTLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: *ENROLLMENT OF STUDENTS*

ADOPTED: *August 14, 2013*

REVISED:

200. ENROLLMENT OF STUDENTS	
<p>1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41</p>	<p>The Board shall enroll school age students eligible to attend District schools, in accordance with applicable laws and regulations, Board policy, and Administrative Regulations.</p>
<p>2. Definitions SC 1301 Title 22 Sec. 11.12</p>	<p>School age shall be defined as the 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 twenty-one (21) years, whichever occurs first.</p>
<p>SC 1302 Title 22 Sec. 11.11</p>	<p>District of residence shall be defined as the district in which a student's parents/guardians reside.</p>
<p>3. Guidelines SC 1301, 1302 Title 22 Sec. 11.11, 12.1</p>	<p>School age resident students and eligible nonresident students shall be entitled to attend District schools.</p>
<p>SC 1301, 1302, 1303a Title 22 Sec. 11.11 Pol. 203, 216.1</p>	<p>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 Parent Registration Statement, as required by law and regulations.</p>
<p>24 P.S. Sec. 1301-1306</p>	<p><u>Enrollment of Students</u></p> <p>Proof of the child's age can include one (1) of the following –</p> <ul style="list-style-type: none"> • Birth certificate • Notarized copy of birth certificate • Baptismal certificate • Copy of the record of baptism—notarized or duly certified and showing the

<p>24 P.S. Sec. 1301, 1302</p>	<p>Required Enrollment Documentation –</p> <ul style="list-style-type: none">• Proof of child’s age• Immunizations required by law• Proof of residency• Parent Registration Statement• Home Language Survey <p>Documentation Required From Other Sources –</p> <p>The school district is entitled by law to receive information on an enrolling student from the previous school, public, charter, nonpublic or private, which the student attended.</p> <p>The provision of this information rests with the educational entity and not the family, and so, the receiving school district may not require this information as a precondition to enrollment and may not delay a student’s admission for lack of this information.</p> <p><u>Resident Students and Court Orders or Custody Agreements</u></p> <p>A school district or charter school may not require a custody order or agreement as a condition of enrollment in any circumstances other than the following two (2) circumstances:</p> <ol style="list-style-type: none">1. If the parent enrolling the child is relying on a court or custody agreement as the basis for enrolling the child, then the school district or charter school may require that the parent provide a copy of the order of agreement.2. A school district may also require a resident to provide a custody or dependency order when the resident is seeking to enroll the child under 24 P.S. subsection 1302(a)(1) which requires “appropriate legal documentation to show dependency or guardianship.” <p><u>Re-enrollment of Students Returning from Delinquency Placements</u></p> <p>When a student returns to a school district from a delinquency placement, the school district cannot automatically place a child in an alternative education program for disruptive youth merely because the child had been adjudicated delinquent.</p> <p><u>Address Confidentially Program (ACP)</u></p> <p>Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school district shall not require additional information about their residence. School records from the student’s</p>
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<p>Title 22 Sec. 11.11 Pol. 138</p> <p>Title 22 Sec. 11.11</p> <p>Pol 251</p> <p>Title 22 Sec. 11.11</p> <p>Pol. 202</p> <p>4. Delegation of Responsibility</p>	<p>former school will be forwarded through the ACP. If there are questions about the family’s eligibility for enrollment, contact the ACP at 1-800-783-3750.</p> <p><u>Submitting Enrollment Complaints to the Department of Education</u></p> <p>When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the school district may bring the dispute to the attention of the Department’s School Services Unit at 1-717-783-3750.</p> <p>The district shall administer a home language survey to all students enrolling in district schools for the first time.</p> <p>The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.</p> <p>The district shall not inquire about the immigration status of a student as part of the enrollment process.</p> <p>Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.</p> <p>It is the policy of the district not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Office of the Superintendent of Schools.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations for enrollment of eligible students in district schools. For additional information or questions, please contact the Superintendent.</p> <p>References: School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1, 251</p> <p>Basic Education Circulars (Purdon’s Statutes) Enrollment of Students – 24 P.S. Sec. 1301-1306</p>
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