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Statement of.....

## Policy and Responsibility

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SUBJECT: STUDENT ENROLLMENT ELIGIBILITY

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### I. Administration Policy

#### A. Residential Eligibility

1. All children and youth who have an actual and bonafide residence in the District, and who are otherwise qualified, shall be entitled to attend the public schools--kindergarten through twelfth grade (K-12).

#### B. Non-Resident Eligibility

1. Murray School District students will be given first priority for placement in choice schools.
2. All out-of-district applicants will be handled on a first come, first served basis.
3. Murray School District will accept nonresident student enrollment in the District based on school, grade level, class and program capacity.
4. As a student changes schools upon entering 7<sup>th</sup> or 10<sup>th</sup> grade, and the intended school of enrollment is not their legal residential boundary school, application to attend that school is required. This should be done during the open enrollment period (see #5).
5. The non-resident application must be completed and returned to the Director of Student Services between December 1 and the third Friday in February of the school year preceding the school year in which admission is sought.
6. Verification of student standing may be required. Applicants will be denied who have demonstrated habitual patterns of misconduct resulting in suspension or expulsion from regular enrollment in their home district.
7. Parents/students will be notified in writing of acceptance or rejection of applications by March 31 or six weeks after receipt of the application, whichever is later.
8. A current non-resident student may be excluded from enrollment if the school, grade, or program exceeds 90% of capacity for the next school year. If such exclusion is necessary, parents will be notified by March 15. The law calls for the last enrolled to be the first excluded.
9. A one-time \$5.00 processing fee will be charged at the time of application, payable to the district.
10. A student may only apply to one non-resident school at a time. If the originally requested school, grade, or program is at capacity, the student may apply for another school.

11. Transfer permits are granted on an individual basis. An enrollment guarantee for siblings is not implied.
12. Transportation to and from the requested school is the responsibility of the parent/guardian of the student.
13. The commitment to attend a non-resident district or school is for the full school year. This commitment is needed so that staffing and scheduling plans at the requested school and the home school will not be disrupted.
14. The student is subject to compliance with rules and standards established for all students.
15. The intent to enroll in the requested school if accepted will be presumed by the completion of the school registration materials by April 1.
16. Utah High School Activities guidelines and policies will be in effect for students who participate in high school athletics and activities.

### C. Student Placement

1. **Age of Entrance into Kindergarten**  
Children seeking to enter school must be at least five years of age before September 1<sup>st</sup> of the year in which admission is sought.
2. **Age of Entrance into First Grade**  
Kindergarten attendance is not mandatory, but school attendance at age six (6) is mandatory unless the child is excused according to Utah State Code §53A-11-102. A child may be placed in the first grade even though the child did not meet the entry day for kindergarten the previous year if a full year of kindergarten was completed in another state or private school provided there is convincing evidence that the child has the skills necessary to succeed in first grade. (As per letter from the State Office of Education, August 30, 1990.)
3. Once a child is enrolled in school in the appropriate grade, the local school educational team comprised of a school administrator, parent(s)/legal guardian(s), teacher(s), and guidance personnel may make changes in the placement of a child based upon a professional determination that such a change is in the best interest of the child.
4. Immunizations that are required for school entry must be on file—Utah Code §53A-11-302.

## II. Homeless Students

The Board recognizes the importance of requiring and maintaining necessary records for all students. However, the Board also recognizes the importance of removing barriers for homeless students to enroll and participate in school. Under the McKinney-Vento Act, homeless students are entitled to immediate enrollment and full participation even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, birth certificate, or other documentation. 42 U.S.C. §11432(g)(3)(C) and (g)(1)(H), (I)

- A. Homeless students shall be enrolled immediately.
- B. Homeless students will be granted full participation in school activities and programs. They cannot be excluded based on their inability to present the following information: Immunization records, Medical records, Birth certificate, Previous school records or transcripts, Guardianship records, Proof of residency

- C. Homeless students have three options for choice of school to attend:
  - 1. School of origin (the school the child has attended when permanently housed)
  - 2. School of origin (the school the child last attended)
  - 3. The school closest to the shelter or other temporary housing
- D. The school will continue efforts to assist the student in completing necessary and important records especially all immunization information.
- E. The school will work closely with the District Outreach/Homeless Liaison.