

ENROLLMENT

The superintendent or designee will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

1. Any history of placement in a special education program;
2. Any past, current, or pending disciplinary actions;
3. Any history of violent behavior or convictions;
4. Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking, or arson;
5. Any unpaid fines or fees from other schools; and
6. Any health conditions affecting the student's educational needs.

If the District receives information that a student has a history of disciplinary actions, criminal, or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel will be informed.

The District may require students or their parents to provide proof of residency within the District, such as copies of phone and water bills or lease agreements. The District will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the District if the student does not have a legal residence. For students who meet the definition of homeless, the District will immediately enroll the student, including while any enrollment dispute is pending (see Policy 3115 Students Experiencing Homelessness: Rights and Services).

The District will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians. The District will conditionally accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state (see Policy 2100 Educational Opportunities for Students with a Parent in the Military). The request for enrollment may be made by the student, parent, or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff will be diligent in maintaining such records.

Cross References:

Board Policy 2100

Educational Opportunities for Students with a Parent
in the Military

Board Policy 2255

Alternative Learning Experience Programs

Board Policy 3115

Students Experiencing Homelessness: Enrollment
Rights and Services

Legal References:

RCW 28A.225.215

Enrollment of children without legal residences

RCW 28A.225.330

Enrolling students from other districts — Requests for
information and permanent records — Withheld
transcripts — Immunity from liability — Notification to
teachers and security personnel — Rules

WAC 392-121-108

Definition — Enrollment exclusions

WAC 392-121-122

Definition — Full-time equivalent student

WAC 392-121-182

Alternative learning experience requirements

WAC 392-169-022

Running start student — Definition

Management Resources:

Policy & Legal News, July 2019

Policy & Legal News, June 2014