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Statement of.....

## Policy and Responsibility

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SUBJECT: STUDENT ENROLLMENT ELIGIBILITY AND REGISTRATION REQUIREMENTS

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### I. Administration Policy

#### A. Residential Eligibility

1. All children and youth who have an actual residence in the District, and who are otherwise qualified, shall be entitled to attend the public schools--kindergarten through twelfth grade (K-12).
2. Residency status is based upon the model residency guidelines set by the Utah State Office of Education.

#### B. Non-Resident Eligibility

1. See board policy PS 443 – Non Resident Students Enrollment & Graduation for explanation of non-resident eligibility.

#### C. Student Placement

1. Age of Entrance into Kindergarten  
Children seeking to enter school must be at least five years of age before September 2 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 §53G-6-204. 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.
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 on following established district guidelines for the advancement and retention of students. The district will reasonably accommodate the right to have a student retained on grade level, upon written request.

4. Classroom assignments will be made by the principal. The district will reasonably accommodate the right to parent's initial selection of a teacher or request for a change of teacher.

## 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 Homeless Assistance 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 as per 42 U.S.C. §11432.

- A. Homeless students shall be enrolled immediately subject to the definitions outlined in the McKinney-Vento Act.
- 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.

## III. Registration Process

- A. All students wishing to enroll in a Murray City School District school must complete a registration packet. Online packets are preferred, but paper copies will be provided if necessary. If parents/guardians do not have access to a computer or the internet, computers will be made available at the school.
- B. Registration instructions and mandatory forms will be posted on the Murray City School District website.
- C. In order to register, the following mandatory documents need to be presented to the school before a student will be allowed to attend classes:
  1. Birth Certificate (see Section 53G-6-603 of the Utah Code)
  2. Documents showing proof of residency (see USOE Model Proof of Residency Procedures)
  3. Current Immunization Record or documentation to allow for an exemption (see Section 53G-9-302 thru 306 of the Utah Code)
- D. The following documents need to be included in the registration process as per Utah State Code:
  1. PS 401 - Attendance
  2. PS 416 - Safe and Orderly Schools Policy
  3. PS 405 - Internet Acceptable Use Policy
  4. PS 436.1 - Truancy