SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: June 22, 2009

REVISED:

200. ENROLLMENT OF STUDENTS

1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41	The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.
2. Definitions SC 1301 Title 22 Sec. 11.12	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.
SC 1302 Title 22 Sec. 11.11	District of residence shall be defined as the school district in which a student's parents/guardians reside.
3. Guidelines SC 1301, 1302 Title 22 Sec. 11.11, 12.1	School age resident students and eligible nonresident students shall be entitled to attend district schools.
SC 1301, 1302, 1303a Title 22 Sec. 11.11 Pol. 203, 216.1	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.
Title 22 Sec. 11.11 Pol. 138	The district shall administer a home language survey to all students enrolling in district schools for the first time.
Title 22 Sec. 11.11	The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

Pol. 251	The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.
Title 22 Sec. 11.11	The district shall not inquire about the immigration status of a student as part of the enrollment process.
Pol. 202	Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.
4. Delegation of Responsibility Title 22 Sec. 11.41	The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods. The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools. References: School Code – 24 P.S. Sec. 1301, 1302, 1303a State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1 Board Policy – 138, 201, 202, 203, 216.1, 251