PERSONS AGE 21 AND OVER

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

REGISTRATION FORMS

The student's parent, legal guardian, or other person having lawful control shall annually complete and sign registration forms. A student who has reached age 18 shall be permitted to complete and sign these forms.

ADMISSION INFORMATION

The District requires completion of forms containing information on each student seeking admission to the District. [See FD(EXHIBIT) as appropriate]

PROOF AND FALSE INFORMATION

The administration may require satisfactory evidence a student has established and is maintaining his or her residence within the District. Applications for admission or enrollment shall include written notice that Texas Penal Code 37.01 subjects a person to criminal prosecution for knowingly giving false information for purposes of enrolling a student, and that the person may be liable to the District for the education costs of the student. The District may withdraw any student who has enrolled without establishing a residence, or who ceases to maintain a residence within the District.

PROOF OF RESIDENCE

At the time of registration, the parent, guardian, or other person having lawful control of a student under a court order must present proof of residence in the District in the form of one or more of the following:

1. A recently paid rent receipt.
2. A current lease agreement.
3. The most recent tax receipt indicating home ownership.
4. A current utility bill indicating the address and the adult's name.

In addition, the adult shall present a valid Texas driver license or Texas identification card indicating the correct address.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under a court order, the adult District resident with whom the student resides shall provide proof of residence in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent shall provide proof of residence in the same manner as a parent.

VERIFICATION OF RESIDENCE INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in ques-

tion. The Superintendent or designee may verify student residence information by:

1. Requiring additional mail addressed to the person enrolling the student;
2. Visually inspecting the residence for evidence that the student indeed lives there; or
3. Applying the criteria outlined in the UIL Constitution and Contest Rules.

MINOR LIVING APART

PERSON STANDING IN PARENTAL RELATION

The District shall request that a minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District. [See FD(EXHIBIT-C]

The District shall establish a time line for the submission of an authorization agreement or the completion and return of the power of attorney.

MISCONDUCT

In accordance with law, the District is not required to enroll or admit a minor student having a residence apart from that of the parent, guardian, or other person having lawful control of the person under a court order if such student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in:
   a. Removal to a disciplinary alternative education program; or
   b. Expulsion.
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

[See FD(LEGAL)]

EXCEPTIONS

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

EXTRACURRICULAR ACTIVITIES

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

HOMELESS STUDENTS

Any student who is homeless under the definition in the McKinney-Vento Act shall be enrolled without proof of residency, according to guidelines stated in the Act.

NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. [See FD(EXHIBIT)-B]

The Superintendent shall have authority to approve or deny such admissions requests in accordance with this policy.

The District reserves the right to assign a student who enrolls as a nonresident student in a grandparent's after-school care to a campus outside the grandparent's residence zone, as needed, based on enrollment. Transportation shall not be provided.

SUBSTANTIAL AFTER-SCHOOL CARE

As approved by the Board, a substantial amount of after-school care shall consist of daily care on all instructional days based on the annual District calendar.

The age of the student and any special needs or circumstances shall also be considered. The student may continue in enrollment as long as the grandparent provides this level of care.

FOREIGN EXCHANGE STUDENTS

A foreign exchange student is a person under 21 years of age on the first day of September, placed by a nationally recognized foreign exchange program with a host family that resides in the District. A foreign exchange student shall be enrolled and classified as a junior. At the completion of the year, the student shall receive a certificate of attendance.

KINDERGARTEN: OVERAGE ENROLLMENT

A parent or guardian may submit a written request including supporting evidence to enroll in kindergarten a child who is eligible for grade 1 placement, providing the child has not been enrolled in a District school. The District reserves the authority to use the following procedures to assess the child to determine whether the child shall enter kindergarten or grade 1. Placement of students previously enrolled in a District school shall be in accordance with EIE(LOCAL).

1. The principal may make the decision to place the child in grade 1 or kindergarten after an initial conference attended by the parent/guardian, appropriate teachers, and the principal.

2. If the principal determines additional information/data is needed, the child shall be observed in the grade 1 classroom for a period not to exceed 15 instructional days. Observers shall include the child's grade 1 teacher, a counselor, a kindergarten teacher, and the principal or assistant principal.

3. During the observation period, the school shall administer appropriate assessments to determine the child's academic level.

4. At the end of the observation period, the principal shall hold a follow-up conference with the school personnel involved in the observations. All data collected, including parent information, shall be shared, and a school recommendation shall be reached.

5. A final conference including the parents or guardian and school personnel shall be held to share information leading to the recommendation.

6. A plan of action for accommodating the child in grade 1 or kindergarten shall be presented to the parents or guardian. Careful consideration shall be given to the child's performance expectations and the impact of this decision on the child's entire school career. The principal shall determine the final grade placement.

PLACEMENT

ACCREDITED SCHOOLS

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner.

NONACCREDITED SCHOOLS

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.

2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Scores on District tests developed to demonstrate mastery of high school coursework required for graduation.
6. Other criteria deemed appropriate by the principal.

TRANSFER CREDIT

Before granting credit, the District shall validate, by testing or other evidence, that any course taken by a student at a nonaccredited public, private, or parochial school meets State Board requirements. [See EHDB]

WITHDRAWAL

A parent or guardian wishing to withdraw a minor student shall present a signed request stating the reason for the withdrawal. A student who is 18 or older may request withdrawal without a parent's or guardian's signature. The request shall be filed in the attendance office.

At the beginning of his or her last full day of school, a student who is withdrawing from school shall report to the principal's office, where a withdrawal card shall be issued to the student to be presented to each teacher as the student reports to class. Each teacher, as well as the librarian and the nurse, shall sign the card when the student's record is clear with each of them.

At the beginning of the last period, the student shall return the withdrawal card to the office. The vice principal and counselor shall sign the card and shall give a copy to the student.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]