

**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 registration forms. A student who has reached age 18 shall be permitted to complete these forms.

**Proof of Residency**

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary. [See FD(EXHIBIT) for a list of acceptable documents.]

The District shall withdraw any student who ceases to be a legal resident of the District. For a list of exceptions, see FDA(LOCAL).

*Appeals*

Appeals shall be considered only for students who have resided within the District and who have attended school in the District during the current school year. Within five days of the notice to withdraw from the District, the parent may submit a written petition to appeal a residency decision to the director of campus support services, who will designate an appropriate review panel to hear the appeal. The decision of the review panel shall be final.

**Documentation of  
Student's Age and  
Legal Name**

Parents, legal guardians, managing conservators, legal custodians, married students, emancipated students, and adult students (18 years of age or older) living alone shall present documentary evidence of the date of birth and the legal name of the student when enrolling a student in the District for the first time. [See FD(EXHIBIT)]

The name on a student's school records may be amended when evidence of a legal name change by adoption, court order, or marriage is presented to school officials. A copy of the document authorizing a legal name change shall be filed in the student's permanent record.

**Immigration  
Documents**

The District shall not provide documents for students entering the United States and/or for students wishing to remain in the United States.

**Minor Living Apart**

A student whose parents do not reside within the District, and who lives separate and apart from the parents, may apply to the office of student administrative services to enroll without a parent or legal guardian.

**Designation of  
Person Standing in  
Parental Relation**

The District shall enroll a student residing in the District whose parent or legal guardian resides in the District. For minors living apart, the resident designated as temporary guardian must complete the

District's Guardian Information Form to accept responsibility for the student and to establish residency. When possible, a power of attorney shall be obtained from the parent. The manager of student administrative services shall determine whether the student is eligible to enroll. If documentation is not provided by the parent, information concerning the student shall be reported to the Department of Family and Protective Services.

Students 18 years of age or older or persons whose disabilities of minority have been removed must present proof of age or emancipation and must complete a notarized statement in the office of student administrative services prior to enrolling.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent or designee 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 manager of student administrative services shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Students Not Enrolled**

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except in the following circumstances:

1. The individualized plan of a student receiving special education services requires participation in extracurricular activities or academic programs provided by the District [see EHBAC]; or
2. An eligible student participates in a campus Title I program [see EHBD].

**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 or designee the required information on the grandparent's residency and shall complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent or designee shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

<b>Age of Admission</b>	<p>A child shall be six years old on or before September 1 to be admitted to the first grade. Exceptions shall be made only when a child:</p> <ol style="list-style-type: none"><li>1. Has completed public school kindergarten in another state;</li><li>2. Transfers into the District after having been enrolled in the first grade of a public school or state-accredited private school in another state. The student must be of age to be eligible for public school in the state; or</li><li>3. Satisfies the credit by examination requirements for kindergarten acceleration. [See EHDC] Criteria for acceleration may include the following:<ol style="list-style-type: none"><li>a. A student must have acceptable scores on the kindergarten acceleration test.</li><li>b. A student must have the recommendation of District staff.</li><li>c. Chronological age and social and emotional development of the student must be observed and documented by District staff.</li><li>d. A kindergarten student must be five years of age on or before September 1 to be accelerated to first grade.</li><li>e. Other criteria may be deemed appropriate by the principal and Superintendent.</li></ol></li></ol>
<b>Kindergarten</b>	<p>A child shall be five years old on or before September 1 to be admitted to kindergarten.</p>
<b>Exchange Students</b>	<p>Foreign exchange directors shall apply to the office of student administrative services for approval prior to assignment of a student to the District.</p> <p>Developed guidelines shall be followed.</p>
<b>“Accredited” Defined</b>	<p>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 of education.</p>
<b>Grade-Level Placement</b> Accredited Schools	<p>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</p>

by appropriate District personnel, the principal shall determine the final grade placement.

**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. District-developed assessment instruments.
6. Other criteria deemed appropriate by the principal.

*Final Placement*

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.

**Transfer of Credit**

**Accredited Texas  
Public Schools**

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

**Other Accredited or  
Nonaccredited  
Schools**

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. [See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

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