

Coeur d'Alene School District No. 271

STUDENTS

3001P1

Enrollment Qualifications

Enrollment qualifications are as follows:

1. No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.
2. The services of the Idaho public schools are extended to any acceptable student that is a resident of Idaho and is between the ages of five (5) and twenty-one (21).
3. A student participating in a foreign student exchange program approved by the Superintendent.
4. A student who has submitted an application through the open enrollment transfer procedures and has been approved by the Superintendent or designee.
5. For resident children with disabilities who qualify for special education and related services under the Individuals with Disabilities Education Act and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

Opening of New Schools/Forced Transfers

In the event of opening of a new school or schools, the District reserves the right to suspend the rules for transfers in order to accommodate the specific needs of the building or its students.

Although the District will always try to honor the enrollment of a student at their Attendance Zone school (defined below), the District reserves the right to assign a student to any school within its boundaries. This is an extreme measure and will be used sparingly to help alleviate situations of hardship to the District, including without limitation, the lack of space and/or staff at a school, grade level or class, the availability of programs and services and/or other relevant factors.

Attendance Zones

An attendance zone is an area within the District boundary within which a single elementary school, middle school or high school exists. A student identifies their “home” school by locating their primary residence on the attendance zone map and identifying the corresponding school within that attendance zone. (For magnet school Preferred Priority Zones see policy 3012.)

The Board of Trustees establishes Attendance Zones and periodically reviews the boundaries of the same. When determining Attendance Zones, the Board may consider a variety of factors, including, but not limited to, the following:

1. Neighborhood Proximity – The Board may consider proximity in order to promote neighborhood schools and to minimize transportation in general.
2. Geographic Areas – Geographic areas based on easily identified and understood geographical features.
3. Maximum Enrollment Guidelines – The District may limit the enrollment of any school, in order to provide the best educational environment.
4. Balancing of Enrollment – Enrollments should not be excessive in any particular school when capacity is available at another location.
5. Students with disabilities – The special needs of students with disabilities will be considered in establishing attendance zones.
6. Economics – The overall economics of the District’s operation should always be considered.
7. Special Circumstances – Unforeseen, special circumstances relating to any particular zone revision.

Residence

For purposes of enrollment, entrance, placement, and transfer, residence of a pupil is defined as the actual physical residence of his or her parent/guardian, or in the case of a student eighteen (18) years of age or older, his or her actual, physical place of residence. The place of residence includes the primary home or place of abode of a person, a place in which the person has fixed his or her habitation, and to which, whenever the person is away, he or she has the intention of returning. Residence and attendance of homeless students shall be determined in accordance with Policy 3060 Education of Homeless Children.

A guardian is any person so designated by court order, or any person with whom the pupil is residing and making his home on a full-time basis, provided such person has in his or her possession a signed and current power of attorney for the care and custody of the pupil for a period of time not less than the balance of the school year. The power of attorney must be submitted to the School and a copy will be kept in the students cum file.

Prior to the admission of a student, the adult student/student's parent/legal guardian will be required to establish residency by submitting current proof of residence, such as a utility bill, rental receipt, or lease/purchase agreement which has current date, parent/legal guardian name and address. If proof of residency is not available due to the family living with someone, parents/legal guardian will need to submit a notarized 3001F Affidavit of Residency form

available at the District office. A copy of the current utility bill of the person that the family of the student is residing with will need to be submitted along with the Affidavit of Residency

Initial Enrollment

Students are required to register at the public school located in the attendance zone where the applicant resides. Minor students must be accompanied at registration by a parent/guardian. If a student is seeking enrollment in a school outside their attendance zone they will need to request an open enrollment application from their home school office or school district office. If a student is seeking enrollment in a magnet school, they must also complete an application.

The principal, or designee, in charge of registration for each school or program will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for verification that all admission requirements and other prerequisites have been properly met by the student and parent(s)/legal guardian.

Immunization records (or an appropriate waiver), a state certified birth certificate (subject to provisions of McKinney Homeless Assistance Act, see District Policy 3060), proof of residency (e.g. utility bill) and completed registration information student are required for admission to all District schools.

The parent or guardian will provide the following information for each registering student:

1. Full name of the student;
2. Full name, home address, and work address of each parent/guardian;
3. The home and work telephone numbers of each parent/guardian;
4. The name and telephone number of a person or persons who should be contacted in case of an emergency;
5. The name, address, and telephone number of the student's physician, clinic, or other person or agency where the student's medical records are located;
6. The date of registration; and
7. The manner or type of admission.

An adult student will not be required to provide information about the adult student's parent or guardian, but will provide the appropriate items of information about himself/herself

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he or she must provide within thirty (30) days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Per Idaho Code 18-4511(2), other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. A hospital certificate is not acceptable. If the person enrolling a student fails to provide the information within the requested thirty (days), the District shall immediately notify the local law enforcement agency of such

failure and again notify the person enrolling the student, in writing, that he or she has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

Students will not be denied enrollment solely because the documentation provided appears inaccurate or suspicious, or because their parent/guardian fails to provide requested documentation, or because the student is homeless.

All students will be enrolled under the name given on their certified state birth certificate. Under no circumstances will an additional name, such as that of a step parent, be added to the name of an enrolled student.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

Procedure History:

Promulgated on: 10/6/14

Revised on: 9/11/17, 3/2/20