



Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Number	200
Status	Active
Adopted	April 18, 2013

Definitions

The Board recognizes that eligible students are entitled to attend district schools and adopts this policy to ensure that all students seeking to enroll in district schools are eligible for attendance and properly enrolled.

District of residence shall be defined as the school district in which a student's parent(s)/guardian(s) reside.[\[1\]](#)[\[2\]](#)

Emancipated minor shall be defined as a student under the age of twenty-one (21) who has established a domicile apart from the continued control and support of parents/guardians or who is living with a spouse. The school district in which an emancipated minor is living is his/her district of residence and the student may enroll without any additional assistance from an adult.

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.[\[3\]](#)[\[4\]](#)

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)

Delegation of Responsibility

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, district website and other efficient methods.[\[5\]](#)

The Superintendent or designee shall develop and disseminate administrative procedures for the enrollment of eligible students in district schools.

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

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 Parental Registration Statement, as required by law and regulations.[1][2][3][7][8][9][10]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[2][11]

The district shall normally enroll an eligible school age student the next business day, but no later than five (5) business days after application.[2]

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[12]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[2]

Upon enrollment, the district shall contact the student's former school and request a certified copy of the student's education, health and disciplinary records. The district shall not require this information as a precondition to enrollment and may not delay a student's admission because of a lack of this information.[10][13][14]

When parents/guardians reside in different school districts due to separation, divorce, or other reason, the student may attend school in the district of the parent/guardian with whom the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise. If the parents/guardians share joint custody and the student's time is evenly divided between each parent/guardian, the parents/guardians may choose which of the two (2) school districts the student will attend for the school year. If the parent/guardian enrolling the student is relying on a court order or custody agreement as the basis for enrolling the child, then the school district may require that the parent/guardian provide a copy of the order or agreement.

Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[15]

Legal

1. 24 P.S. 1302
2. 22 PA Code 11.11
3. 24 P.S. 1301
4. 22 PA Code 11.12
5. 22 PA Code 11.41
6. 22 PA Code 12.1
7. 24 P.S. 1303a
8. 24 P.S. 1304-A
9. Pol. 203
10. Pol. 216.1
11. Pol. 138
12. Pol. 251
13. Pol. 209
14. Pol. 216
15. Pol. 202
- Pol. 201

[Enrollment Procedures.pdf \(34 KB\)](#)

[Elementary Enrollment Forms.pdf \(1,901 KB\)](#)

[Secondary Enrollment Forms.pdf \(1,719 KB\)](#)