

# PHOENIXVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: June 25, 2009

REVISED: March 15, 2012  
September 20, 2018

REVIEWED: March 18, 2010  
January 15, 2015

| 200. ENROLLMENT OF STUDENTS   |  |
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| <p>1. Purpose<br/>SC 1301, 1302<br/>Title 22<br/>Sec. 11.11, 11.41</p>          | <p>The purpose of this policy is to ensure that the Board shall enroll school age students eligible to attend District schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>   |
| <p>2. Definitions<br/>SC 1301<br/>Title 22<br/>Sec. 11.12</p>                   | <p><b>School age</b> shall be defined as the period from the earliest admission age for the District's kindergarten, age five (5) by September 30<sup>th</sup> of each school year, 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.</p>  |
| <p>SC 1302<br/>Title 22<br/>Sec. 11.11</p>                                      | <p><b>District of residence</b> shall be defined as the School District in which a student's parents/guardians reside.</p>   |
| <p>3. Procedures<br/>SC 1301, 1302<br/>Title 22<br/>Sec. 11.11, 12.1</p>        | <p>School age resident students and eligible nonresident students shall be entitled to attend District schools.</p>  |
| <p>SC 1301, 1302,<br/>1303a<br/>Title 22<br/>Sec. 11.11<br/>Pol. 203, 216.1</p> | <p>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. The District may request, but not require, a picture ID of the parent/guardian, such as a driver's license or passport. The District may not inquire about the immigration status of a student.</p> |
| <p>Title 22<br/>Sec. 11.11<br/>Pol. 138</p>                                     | <p>The District shall administer a home language survey to all students enrolling in District schools for the first time.</p>  |

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| <p>Title 22<br/>Sec. 11.11</p>             | <p>The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p>   |
| <p>Pol. 251</p>                            | <p>The District shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents. Homeless status is determined by the Superintendent or Director of Pupil Personnel Services.</p>   |
| <p>Title 22<br/>Sec. 11.11</p>             | <p>The District shall not inquire about the immigration status of a student as part of the enrollment process.</p>  |
| <p>Pol. 202</p>                            | <p>Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend District schools, in accordance with Board policy.</p>   |
| <p>4. Delegation of<br/>Responsibility</p> | <p>The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in District schools.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1, 251</p> |