Enrollment

The Superintendent shall develop procedures for enrolling students, recording attendance behavior and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school District, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions; any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's educational needs. If the District receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel shall be informed.

The school District shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the District if the student does not have a legal residence. The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Cross Reference:	Board Policy 2255	Alternative Learning Experience Programs
Legal References:	RCW 28A.225.215	Enrollment of children without legal residences
	RCW 28A.225.330	Enrolling Students from other Districts -- Requests for information and permanent records
	WAC 392-121-106	Definitions--enrolled student
	WAC 392-121-108	Enrollment exclusions
	WAC 392-121-122	Definitions-Enrolled and full-time equivalent students
	WAC 392-121-182	Alternative learning experience requirements
	WAC 392-169-022	Running start student-definition

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