

Enrollment

Records:

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card.

The attendance registers shall remain in the school building for a period of 5 years, after which time they shall be sent to the District office to be destroyed.

Annually each school shall report to the District actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The District shall report this information annually to the Superintendent of public instruction:

1. The number of enrolled students and the number of unexcused absences;
2. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;
3. A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports shall also describe any placements in an approved private nonsectarian school or program or certified program under a court order.
4. The number of petitions filed by a school or a parent with the juvenile court; and

The information in these reports shall not disclose the names or other identification of the students or parents. For purposes of enrollment count, a "full-time equivalent student" shall be:

Grade K:	20 hours or more per week or four hours or more for 90 scheduled days or 10 hours or more per week or two hours or more for 180 scheduled days.
Grade 1-3:	20 hours or more per week or four hours or more for 180 scheduled days.
Grade 4-10:	25 hours or more per week or five hours or more for 180 scheduled days.
Grade 11-12:	25 hours or more per week or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182(4).

Normal class change/passing time may be counted as part of this requirement. Lunch, however, is excluded.

No student may be counted on any school's or program's enrollment report who has been absent consecutively from school for two consecutive monthly enrollment report days (first of the month) until attendance is resumed.

Procedures for handling excused and unexcused absences are defined in 3122P (Excused and Unexcused Absences).

Proof of Residence

Proof of residence in the District may be documented with a utility bill (gas, electric, water, cable TV, telephone, trash), a rental/purchase agreement, or a building permit if the family plans to move into the residence during the school year. In accordance with the Washington Interscholastic Activities Association, a student's residence is: "The place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return" (p. 36, WIAA Official Handbook). If a student is homeless, refer to District Policy 3115.

Residing with Other

Families residing with friends, relatives, or others in the West Valley School District need to submit a notarized sworn statement, along with that individual's proof of residence.

Enrollment

Parents need to supply a copy of the student's state Birth Certificate, Social Security card, Passport or F-1 Visa to verify student's legal name for enrollment.