

BOARD POLICY

Enrollment

The Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about the admissions requirements and shall assist them with the enrollment process.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intra-district or inter-district enrollment shall be subject to the timeline specified in BP 5113 and AR 5113.1.

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

- A. Acceptable Age Verification Documents
According to Education Code 48002, any of the following is acceptable proof of a child's birth date:
1. A certified copy of a birth record
 2. A statement of the local registrar/county recorder certifying the date of birth.
 3. A baptismal certificate duly attested
 4. A passport
 5. An immigration visa
 6. An Affidavit of Age Verification form is required from the parent/guardian of the minor when none of the foregoing is obtainable.

The nature of the documentation will be stipulated in the cumulative record, thus precluding retention of such documents by the school district representative.

The school record is sufficient once it is established.

Social Security Number or Immigration Status

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply

with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

Non-Discrimination

The district shall not discriminate against students or families or bar children from enrolling or attending school if parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status or national origin information. The district shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

In addition, district personnel shall not inquire specifically about the citizenship or immigration status of a student, parent, or guardian; nor shall personnel seek to require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Ref: EC Sections 234.7, 46300, 46600, 48000-48002, 48010-48011, 48011, 48050-48053, 48200, 48350-48361, 48645.5, 48850-48859, 49076, 49076.7, 49408, 49452.9, 49700-49703

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