

CHAPTER 5.00 - STUDENTS

ADMITTANCE/ENROLLMENT REQUIREMENTS

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- I.
 1. Any student who initially enrolls in the Lee County School System shall be requested to present the following documents:
 - A. An official birth certificate;
 - B. Immunization records as required for the prevention of those communicable diseases designated by the State Health Officer;
 - C. A Social Security card. Those who choose not to provide this document will be assigned a unique student identifier that will be used for all student information transfers and tracking of information.
 2. Any student who initially enrolls in the Lee County School System shall be required to present the following documents:
 - A. Proof of residency (copy of utility bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodians, and/or legal guardians;
 - B. Legal proof of guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Lee County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Lee County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. **Residing Students**
 - A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Lee County School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Lee County Schools.

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- B. Children of employees of the Lee County Board of Education shall be allowed admission as resident students as long as their parents remain employed by the Lee County Board of Education. Children of employees may attend the school in the zone of their residence or in the zone in which their parent is employed.

- VI. All homeless, migratory, immigrant, children in foster care, and/or limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Lee County School System and who are homeless, migratory, immigrant, children in foster care, and/or limited English proficient children shall not be prohibited from school attendance due to any of the following:

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

VII. Plan of Action for Homeless Students

Lee County Schools seek to ensure that each homeless student has equal access to the same, free, appropriate public education, as provided to other students.

A. Identification of homeless students

- 1. The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a (2) et. seq. defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:
 - a) Children and youth who:
 - 1. Share the housing of other persons, due to the loss of housing, economic hardship, or a similar reason;
 - 2. Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - 3. Live in emergency or transitional shelters;
 - 4. Are abandoned in hospitals; or,
 - 5. Are awaiting foster care placement
 - b) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

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- c) Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
 - d) Migratory children who qualify as homeless because they are living in circumstances set forth in items VII.A.1.a 1, 2 and 3 above; or,
 - e) Unaccompanied youths living in the circumstances above.
 2. Any school staff member with information suggesting that a student may be homeless shall notify the school administrator or school counselor. They, in turn, shall notify the system homeless liaison.
 3. The homeless liaison shall contact the parent/guardian of a student who demonstrates evidence of living in a homeless situation. The parent/guardian shall be given a Student Residency Form to complete to determine eligibility according to the above definition.
- B. School Selection
1. Homeless students may (a) enroll in the school serving the attendance zone where the student resides; or, (b) continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, or the school in which the student was last enrolled.
 2. Determination of which school the child attends shall be based upon the student's best interest. Every effort shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. In the case of an unaccompanied youth, the homeless liaison shall assist in the placement and enrollment decision.
 3. A homeless student who attends his/her school of origin in accordance with section VII.B.1 above may (a) attend that school for the duration of his/her homelessness; (b) stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year; or, (c) attend the school for the duration of homelessness if the student becomes homeless between academic years.
 4. A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment (20 U.S.C. §56311(g)(I)(E)) .
- C. Transportation shall be provided to and from the school of origin if requested by the parent/guardian where required by federal law (42 U.S.C. § 11432(g)(1)(J)(iii)). In the case of unaccompanied youth, the transportation request shall be made by the homeless liaison.
- D. Dispute Resolution
1. If the school system denies the school of origin request, the parent/guardian shall be provided with a written explanation of the system's decision, including the right to appeal. In the case of an unaccompanied youth, the homeless liaison will provide

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- d) If the matter is not resolved at that level, the parent/guardian may contact the Alabama Department of Education State Homeless Coordinator.

E. Enrollment/Withdrawal of Homeless Students

1. A homeless student should be enrolled immediately, even if the student lacks records normally required for enrollment.
2. The principal or designee shall notify the homeless liaison when a homeless student is identified.
3. The homeless liaison shall provide the parent/guardian a copy of the school system's Information for Parents.
4. If a homeless student arrives at school without a parent/guardian, the homeless liaison shall be notified. The homeless liaison shall contact the parent/guardian and complete the enrollment process.
5. Homeless students qualify for free breakfast and free lunch.
6. When students enroll without records (i.e. transcripts, grade reports, birth certificate, immunization or health records) the principal or designee shall:
 - a) Contact the former school to request the student's records and discuss immunization information and tentative placement;
 - b) Create a cumulative record if it is determined that the records are not available;
 - c) Refer the student to public health authorities and provide follow-up to ensure that the student has been immunized if there are no immunization records; and
 - d) Contact the homeless liaison for additional assistance.
7. Parent/guardians shall provide the school with contact information.
8. Homeless students often leave school without officially withdrawing. If the school is contacted by another system for a homeless student's records, requested information shall be provided and school records sent within fifteen (15) days to the receiving/enrolling school system.

F. Role of the Homeless Liaison

The role of the school system's homeless liaison is to provide that:

1. Homeless students and/or unaccompanied youth:
 - a) Are identified by school personnel;
 - b) Enroll in and have an equal opportunity to succeed in school;
 - c) Receive education services for which they are eligible; and,
 - d) Are referred, if other support resources are needed.
2. Parents/guardians of homeless students are made aware of education and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education.
3. Public notices of the educational rights of homeless students are disseminated in schools.
4. Enrollment disputes are mediated in accordance with the McKinney-Vento Homeless Assistance Act.

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5. Parents/guardians and unaccompanied youth are informed of the transportation services provided by the District, including transportation to the school of origin, when required;
6. Students who do not have immunization or medical records are assisted;
7. Collaborate and coordinate with State Coordinators, school personnel, community partners responsible for providing education and related support services to homeless children and youth.

REFERENCE(S):

**CODE OF ALABAMA
16-28-4, 16-30-1 TO -4
NO CHILD LEFT BEHIND ACT OF 2001
TITLE VII-BE OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001**

HISTORY:

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