

SCHOOL ADMISSIONS

In accordance with State law, all persons over five (5) and under twenty-one (21) years of age who are residents of the District, and have not received a High School diploma, are entitled to attend public schools free of charge.

A veteran of any age who has served as a member of the armed forces of the United States and has been discharged under conditions other than dishonorable may attend any of the public schools of the State upon conditions prescribed by the Board of Education, and shall be included in the pupil count for state aid purposes.

New Students

Upon registration, all new students will be required to present proof of age, proof of District residency, and a record of required immunizations.

- **Proof of Age**: Examples of acceptable forms of documentation include, but are not limited to, a birth certificate, or a passport.
- **Record of Immunizations and a Health Certificate from a Licensed Physician**: If a student is not able to produce proof of immunization, the student will be registered provisionally. Immunization information must then be submitted within fourteen (14) days to the Central Registration office or the child will be denied the right to attend school until proof is provided.
- **Proof of District Residency**: Examples of documents that may be submitted as proof of residency shall include, but not be limited to:
 - a current lease agreement, a current or recent utility bill, mortgage documents, other documents sent to the students home address, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document or a state or other government issued ID;
 - copy of agreement to purchase or act of sale for residential lot or a notarized statement from contractor indicating the anticipated date of completion of dwelling on the lot, with said completion not to exceed 90 calendar days; or
 - Department of Social Services Shelter Verification.

Related Admissions Information

Education Law provides that all new students be screened for disability, giftedness, and/or limited English proficiency. If the screening discloses a suspected disability, which may require the provision of special services, school authorities shall make a referral to the Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE). In cases of a child's possible giftedness, the parent or guardian shall be notified in writing. This notice, however, will not entitle the child to receive services for the gifted. A parent or guardian of a child who has been

designated as Limited English Proficient (LEP) shall be meaningfully informed about LEP enrollment as required by federal law. The District will provide parents/guardians of all newly enrolled students with appropriate information including handbooks and information about access to services related to Special Education.

School personnel must admit and place on register all pupils of school age who apply for admission. No applicant for school may be turned away. Although records may be requested from other districts; admission of pupils should be completed as quickly as possible. In some circumstances, the District may need to receive critical information for specific student programming needs. Special registration periods may be established for admission to Kindergarten and Pre-Kindergarten classes.

New students, Kindergarten and Pre-Kindergarten entrants are required to complete physical exams establishing that they are free from contagious disease prior to admittance.

Admissions/Residency

A school district has the right to question the bona fide residency of students. Where a child's parents live apart, the child can have only one legal residence, usually presumed to be that of the custodial parent. Where a child's time is divided equally between two households with joint legal custody, the Commissioner of Education has held that the determination of the child's residence ultimately rests with the family.

In determining residency, the District must first permit the child's parent or guardian an opportunity to submit information concerning the child's right to attend school in the District. If the District finds that the child is not entitled to attend the schools, the Board of Education or its designee, must within two (2) days, provide written notice to the parent/guardian of their right to appeal this procedure to the Commissioner of Education. During the time in which the residency is at issue, the student has the right to stay in the school in which he or she is enrolled.

All students who have previously registered with the District shall be required to re-register in person if they move from one address within the District to another address within the District. Upon registration, such student shall be required to provide proof of residency as stated above.

Cross-Reference: 4321, Programs for Students with Disabilities
4322, Programs for the Talented and Gifted
4326, Limited English Proficiency Instruction
5152, Admission of Non-Resident Students
6254, Non-Resident Tuition

Reference: NYS Education Law §§ 901; 903; 904; 3202; 3205; 3208; 3209; 4402(8)
Public Health Law § 2164
8 NYCRR 100.2
McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

Student Registration Guidance, New York State Department of Education
(August 26, 2010),

www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf

Educational Services for Recently Arrived Unaccompanied Children, New York
State Education Department (September 10, 2014)

Information on the Rights of All Children to Enroll in School, U.S.

Departments of Education and Justice, Revised May 8, 2014

Fact Sheet I and II: Information on the Rights of All Children to Enroll in School,

<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf>

Plyler v. Doe 457 US 202 (1982)

Adopted: April 20, 1999

Revised: November 3, 2009

Committee Review: March 30, 2015