



Book	Policy Manual
Section	200 Pupils
Title	Enrollment in District
Number	200
Status	Active
Adopted	June 23, 2009
Last Revised	August 21, 2017

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with Board policy, laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[6\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

Enrollment Requirements

A school age student shall be entitled to attend the schools of the district of residence.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations required by law.[\[1\]](#)[\[2\]](#)[\[7\]](#)[\[3\]](#)[\[8\]](#)[\[12\]](#)[\[13\]](#)

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.[\[9\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[\[10\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time. [3][11]

Residency Eligibility

When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. [3]

If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.

Other requirements such as a lease agreement, utility bills can be required to prove residency as well as tax returns if parent/guardian is claiming the child is staying with them gratis.

- Legal
1. 24 P.S. 1301
 2. 24 P.S. 1302
 3. 22 PA Code 11.11
 4. 22 PA Code 11.41
 5. 22 PA Code 12.1
 6. 22 PA Code 11.12
 7. 24 P.S. 1303a
 8. Pol. 203
 9. Pol. 251
 10. Pol. 202
 11. Pol. 138
 12. 24 P.S. 1304-A
 13. Pol. 216.1
- Pol. 201

Last Modified by MaryAnn Johnson on August 30, 2017