

ELIGIBILITY AND ADMISSIONS REQUIREMENTS

FD-R

REGISTRATION FORMS	Before a minor student (under 18 years of age) can be officially admitted to the district schools, appropriate registration forms must be completed and signed by the student's parent or person having lawful control. Students who have reached majority (18 years of age or over) must complete and sign these forms themselves.
BIRTH CERTIFICATE	Every student entering the school system must submit a birth certificate or its equivalent.
PARENT OR GUARDIAN OR PERSON HAVING LAWFUL CONTROL	The student's parent is defined as the father or mother indicated on the birth certificate or adoption documents. If the student permanently resides with a legal guardian person who has lawful control, certified copies of the document giving lawful control must be submitted to prove that the individual has lawful control.
PROOF OF RESIDENCE	Parents or legal guardians or persons having lawful control of students must provide proof of residence in the district by providing utility bill receipts, rental payment receipts or, other documentation.
ADMISSION OF SUSPENDED TRANSFER STUDENTS	Any student moving into the district who for any reason is under suspension from another school system shall not be admitted until his/her suspension term has ended, or until he/she has been exonerated by the suspending district.
APPEALS	All appeals decision made by the admissions office shall be directed to the Superintendent. Appeals of decision made by the Superintendent, or his/her designee, shall be made in writing to the Board who shall hear all evidence and render a final decision as to admissibility of students.
OVERFLOW PROCESS	<p>The Superintendent or designee shall place student(s) in a school outside of their attendance area in order to alleviate overcrowding in accordance with maximum class-size guidelines [See EEB (Legal)]. The student(s) will be identified by the order of the last enrolled. Parents/guardians of students who will be overflowed to a neighboring school shall be notified of the school their child will be attending as soon as possible. Transportation to the overflow-designated school shall be provided (See FD-Regulation Exhibit). Siblings of the student being overflowed shall be granted permission to attend the same school, if space is available.</p> <p>As space becomes available at the student's home school, he/she may return and have the option to stay at the overflow campus thru the end of the semester. If the student chooses to stay at the overflow campus, they will become a transfer student at the end of the semester and will no longer be eligible for transportation. [See FDA (Local)].</p>

TEXAS PENAL CODE

In all matters regarding admissions District officials should also be cognizant of the provision of the *Texas Penal Code, Section 37.10, Tampering with Governmental Record*, which reads as follows:

1. A person commits an offense if he:
 - a) knowingly makes a false entry in, or false alteration of, a governmental record;
 - b) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or,
 - c) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
2. It is an exception to the application of subsection (a) (3) of this section that the governmental record is destroyed pursuant to legal authorization.

An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

LAW

In all questions regarding the admission of students district officials should be cognizant of the amendments to the Section 21.031 of the Texas Education Code and Section 114 of the Texas Probate Code enacted by the 68th Texas Legislature, to-wit:

The additions of subsections (g) and H(h) to Section 21.031 read as follows:

1. In addition to the penalty provided by Section 37.10, penal Code, a person who knowingly falsifies information on a form required for enrollment of a student who is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable for the period during which the ineligible student is enrolled, for the greater of:
 - a) the maximum fee the district may charge under Section 21,063 of this Code; or
 - b) the amount the district has budgeted for each student as maintenance and operating expenses.

IMMUNIZATION PROVISION ENROLLMENT

Parent/guardian written notifications and telephone conferences delineates dates of the 30 day provisional enrollment and the final date which the student is allowed to remain in school without compliance to minimum immunization requirements. Parent notifications indicate the first and final dates of the 30 day provisional enrollment is designated according to the following information:

- a) the immunization due date as written on the child's/student's personal immunization document

- b) the last vaccination date listed on the child's/student's school immunization record.

Parent notification of 30 day provisional enrollment may be distributed on the following circumstances:

- a) on the first official day of school of the new school year
- b) on the student's first day of enrollment during the school year

Each school year is designated its own 30 day provisional enrollment.

Final date of the 30 provisional enrollment is avoided during critical attendance dates, i.e. six weeks tests, state assessment testing.

REQUEST FOR FIRST GRADE PLACEMENT BY PARENTS OF KINDERGARTEN STUDENTS

Parents of Kindergarten eligible students may request placement in first grade. Such students should be initially placed in a kindergarten classroom until a final determination is made. Procedural assessment and observation for possible first grade placement should occur as soon as possible after the school year begins.

PROCEDURES

1. Obtain parents' signature when a request is made.
2. Exercise Option A or Option B below:
 - Option A: A joint meeting of the principal, parent, kindergarten teacher and any other appropriate party may decide the placement based on appropriate assessments and consensus on the prediction for student success and socialization.
 - Option B: If all interested parties exhaust efforts to resolve grade placement, then the following procedures will be exercised.
3. The kindergarten teacher will provide a portfolio which includes evidence of the student's performance both academically and socially. The parent may also supply evidence which will become part of the portfolio.
4. Based on the evidence in the portfolio, the kindergarten teacher will provide a written summary on the prediction for student success and socialization.
5. The first grade teacher will observe the child and provide written comments about the student's overall performance and potential for success in first grade.
6. At this point, the principal will review that documentation and determine appropriate placement.

7. Whenever a kindergarten student is placed in first grade, a copy of the documentation form should be placed in the student's permanent record.
8. Requests will be reviewed at the beginning of the academic year and shall be completed no later than October 31.

TUITION FREE PRE-K

Universal Free Pre-K will be determined on a year to year basis based upon availability of space.

PRE-KINDERGARTEN PROGRAM TUITION

The district shall establish a Tuition Option Plan for four-year old students who do not meet eligibility criteria to attend the Pre-Kindergarten program authorized by *TEC§29.153*.

ELIGIBILITY

The district shall offer, on a tuition space-available basis, pre-kindergarten classes for children who

1. are four years old by September 1 of each school year,
2. are not identified Limited English Proficient (LEP),
3. are not eligible for the National School Lunch Program on a free or reduced fee basis.

PROGRAMS & SERVICES

Students enrolled under the pre-kindergarten Tuition Option Plan will receive all programs and services that are provided to students as authorized by *TEC§29.153*

REGULATIONS

1. A non-refundable registration fee and monthly tuition fee shall be paid as prescribed by the district for students enrolled under the tuition option plan.
2. Refunds for tuition fees paid more than a month in advance shall be provided for students who withdraw prior to the start of the next month.

FISCAL COORDINATION AND UTILIZATIONS

1. Tuition monies will be collected on a check or money order basis only by all campuses.
2. All tuition monies will be processed through each school campus CCOF account with appropriate account coding and dissemination.

EVALUATION

The program will be monitored as stated in *TEC§29.154* for its developmental appropriateness.

LAST REVISED:

April 5, 2016