

**ADMISSION, RESIDENCY, PLACEMENT, TRANSFER, AND WITHDRAWAL**

**Admission:** The following students shall be admitted to the District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of the District;
- B. Students who have a legal transfer into the District;
- C. Students who have been accepted by the District on a tuition basis; and

A home-schooled student who wishes to be admitted to the District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed. The District may allow the admission of foreign exchange students as set forth in Administrative Regulations.

**Age Requirements:**

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. Four-year-old children will be enrolled on a first come, first serve space available basis. Any child over the age of five (5) years, except a child who has been screened and found not ready for kindergarten, and under the age of eighteen (18) years who has not completed high school is required to attend school unless excused in accordance with the law. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

- D. Proof of Age: Any student who is enrolling in preschool, kindergarten, or the first grade for the first time shall present upon enrollment a birth certificate or hospital record which verifies the student's age. All other students enrolling in the District shall present verification of age when requested by the school for verification of age. If such a document is not presented within four (4) weeks after its request, the student's enrollment shall be terminated until verification is produced.

**Immunization Requirements:** No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**Good Standing Requirement:** A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

**Residency Requirements:**

- A. Categories of Residency: The following students shall be considered legal residents of the District:
  - 1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.
  - 2. Students who reside with a person within the fourth degree of relationship who has assumed permanent care and custody of the student and who holds legal residence in the District.

3. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody.
4. Students whose full-time care and custody is held by an orphanage or an eleemosynary child care facility.
5. Students who reside in the District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by 42 U.S.C. §11302.
8. Students who reside in a state-operated or licensed emergency shelter.

**B. Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in the District:**

1. An admissions form shall be completed for each student initially enrolling to attend school in the District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency.
3. If a student is denied admission to a school in the District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to the District's Residency Officer in writing, stating the reasons for the appeal. The District's Residency Officer shall be the Superintendent. The District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of the District's Residency Officer shall be final.
4. If a student has been admitted to attend school in the District after establishing a bona fide legal residence in the District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if the District determines that the student did not in fact establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

**Withdrawals:** Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

**Placement and Assignment:** Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

**Open Transfers:** A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The appropriate application must be completed and submitted to the Superintendent between September 1 and April 1 of the school year preceding the school year for which the transfer is requested. The District shall notify the student's resident school district of the application for transfer by April 1. The District's Board shall approve or deny the application for transfer no later than June 1 of the school year in which the application is submitted. The parents of the student shall notify the District that the student will be enrolling by July 1; failure to notify the District shall result in loss of the right to enroll for the upcoming school year. The District shall notify the student's resident school district of the application for transfer by April 1 and shall notify the resident district of any transfers approved by September 1.

The District shall consider Open Transfers for the following students:

- 1. Students who reside in a school district that does not offer the grade the child is entitled to pursue; and/or
- 2. Students who have exhibited no discipline problems in their resident school, such as long-term or several short-term suspensions;
- 3. Students who have exhibited good attendance, that is, a minimum of 80% attendance in the previous semester or school year in their resident school.

Students meeting the above criteria shall be considered on a first-come, first-serve basis. However, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, requests for open transfers may be denied if the approval of such transfer would cause District staff, programs, or space to exceed eighty percent (80%) of available capacity. Open transfers may also be denied, or if previously granted may be revoked, if the District does not offer the program the student requires or desires.

A student granted an Open Transfer may be entitled to continue to attend school in the District for the year in which the student is transferred, but must reapply for the Open Transfer on a yearly basis. If a student is granted an Open Transfer by the District, any sibling of the student granted an Open Transfer may attend school in the District if the sibling meets the same criteria as set forth above. Once granted, an Open Transfer may be cancelled for a subsequent school year or revoked for the current school year if the student exhibits discipline problems such as suspensions, multiple discipline referrals, or discipline referrals for major infractions or if the student has not exhibited good attendance of at least eighty (80%) while attending the District. If an Open Transfer is revoked or cancelled, the District shall notify the student's parents and the resident school district of the revocation or cancellation prior to June 1 of the school year for which revocation or cancellation is applicable.

**Emergency Transfers:** In addition to the Open Transfer process provided above, students may be transferred on an emergency basis. A written application for an Emergency Transfer shall be made by the parent and submitted to the Superintendent. On an adequate showing of emergency, the Superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the pupil becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years; or

7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.

An Emergency Transfer previously made may be canceled, with the concurrence of the Board and the parent. Unless canceled, a student granted an Emergency Transfer shall be entitled to continue to attend school in the District for the year in which the student is transferred, but must reapply for an Emergency Transfer on a yearly basis.