

Book	TVASD Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200 Vol IV 2022
Status	First Reading
Adopted	November 15, 2010
Last Revised	February 20, 2023

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[1][2][3][4][5]

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

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][7]

The district shall not enroll a student until the parent/guardian has submitted documentation required by law and regulations including: proof of the student's age, residence, and immunizations and a completed Parental Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, and/or infliction of injury or violence on school property.[1][2][3][8][9][10][11]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][12]

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 immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulation.[5][13]

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

Upon enrollment, the district shall contact the student's former school and request a certified copy of the student's education records. The district shall enroll eligible students within five (5) business days of application regardless of receipt of records from previous districts.

The district shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or parent registration statement but may provide alternative education services to students who have committed weapons offenses, in accordance with applicable law.

When the parents of a student reside in different school districts, the student may attend the school 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.

A student may only have one (1) school district of residence. If the parents of a child share joint custody and the child's time is evenly divided between the residences of each parent, the parents may select one of the school districts and enroll the child in that district.

If the individual enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child, the district may require submission of the court order or custody agreement. The district shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstance.

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[14]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Enrollment of Twins or Higher Order Multiples

Twins or higher order multiple siblings shall be enrolled in the district in the same manner as all other students. Placement of twins or higher order multiple siblings in particular classrooms within the district shall be determined in accordance with applicable law.

Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 24 P.S. 1331.1
6. 22 PA Code 11.12
7. 22 PA Code 12.1
8. 24 P.S. 1303a
9. 24 P.S. 1304-A
10. Pol. 203
11. Pol. 216.1
12. Pol. 138
13. Pol. 251
14. Pol. 202
- Pol. 201