

# TRINITY BASIN PREPARATORY

## Pre-Kindergarten Admission and Enrollment Policy

**Purpose:** Admission to Pre-Kindergarten (Pre-K) at the school is governed by Texas law and the school's Pre-Kindergarten Admission and Enrollment Policy. In order for a Pre-K student to qualify for funding, the student must satisfy one of the criteria defined in the Texas Education Code. With the exception of a limited number of children of employees, in order to be eligible for admission a Pre-K student must qualify under one of the state's eligibility requirements.

**Policy Intent:** Adherence to this policy will ensure efficient and effective identification of students who are eligible for admission to the school's Pre-K program and determine other program placements, as necessary. It will also ensure that admission and enrollment comply with all federal and state rules and regulations.

### **Definitions:**

**Qualify for Admission** – The process of deeming a Pre-K student qualified to attend Pre-K under Texas law.

**Eligibility for Admission** – The process of deeming a student eligible to attend the school based on a clear disciplinary record and the fact that the student qualifies for admission. Eligibility for admission to the school does not guarantee that a student will be permitted to attend the school, only that the student is eligible to attend the school if and when an opening occurs and the student is at the top of the waitlist.

**Admission** – The process of filling an opening by allowing the next student who is eligible for admission on the school's waitlist to attend the school.

**Enrollment** – A student will be enrolled in the school once they have been in attendance at the school for one school day.

**Application Closing Date** – The designated deadline by which all applications for admission must be returned in order to be included in the school's lottery. The Superintendent will designate the Application Closing Date for the next school year by February 1.

**Lottery** – A random selection process by which applicants who turn in an application by the application closing date and are eligible for admission to the school are either granted admission to the school or placed on the waitlist. Any lottery conducted pursuant to this policy will be conducted at an open, public place in a manner devised to assure a random selection, and will be conducted by no fewer than three (3) impartial people as designated by the Superintendent.

**Sibling** – Two or more individuals having one or both parents or guardians in common by birth, adoption, court order, or other legal custody documentation. In addition, step-siblings will also be considered siblings if the parents of the students are married. Simply living together in the same household does not constitute sibling status for purposes of

admission to the school. Sibling status will be verified with information provided on the sibling form.

**Enrollment Specialist** – A school employee designated to review all Pre-K applications to determine if a new or returning student is eligible for admission to Pre-K. The Enrollment Specialist will work with the appropriate coordinators to verify that a student qualifies for Pre-K. The Enrollment Specialist will also administer the lottery and waitlist to ensure that admission and enrollment comply with all federal and state laws and this policy.

**Pre-K Section** – The school will offer two sections of Pre-K: (1) for students who are 3 years of age as of September 1 of the current school year (Pre-K 3); and (2) for students who are 4 years of age as of September 1 of the current school year (Pre-K 4).

**Application Approver** – A school employee or employees appointed by the Superintendent to carry out certain functions related to admission and enrollment as defined in the policy.

**Application Investigator** – A school employee appointed by the Superintendent to carry out certain functions related to admission as defined in this procedure.

### **Statement of Policy:**

No student shall be denied admission on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or with regard to the district the child would otherwise attend in accordance with school district student admissions laws.

A student with a documented history of a criminal offense, a juvenile court adjudication, or a history of discipline problems as described in subchapter A, Chapter 37 of the Texas Education Code may be excluded from admission. In deciding whether to deem a student with any of the discipline issues listed above eligible for admission, the Superintendent shall consider only information from an independent third party. A decision to deem a student eligible for admission in such a case must be approved by the Superintendent in writing. Further, a decision to deny eligibility for admission based upon disciplinary history must also be documented in writing.

Pursuant to Non-Regulatory Guidance from the United States Department of Education, the school will exempt the children of the school's founders, teachers, and staff and siblings of students attending the school or admitted to the school from the lottery requirement. If more exempt students apply for a particular grade than there are available openings, then the school will hold a lottery for these students. The first available openings will be filled by the children of the school's founders, teachers and staff who are eligible for admission and the next available openings by siblings of students currently attending the school and siblings of admitted students.

To receive the exemption as a child of the school's founders, teachers, and staff, the parent/child relationship must be established by birth, adoption, court order, or other legal custody documentation. In addition, step children will also receive the exemption if the student's parent is married to the school employee. Simply living together in the same household does not create a parent/child relationship for purposes of admission to the school.

Upon receipt of a completed new student application, eligibility for admission will be granted to students who:

1. have a clear disciplinary history or, in the case of a student with disciplinary history, with the written approval of the Superintendent; and
2. qualify for Pre-K under the TEA's guidelines.

The school will use only the information requested in the application to determine eligibility for admission.

Total enrollment for Pre-K will not exceed the enrollment cap established by the school, unless an exception is approved by the Superintendent.

Students who are determined to be homeless based upon the definitions of homelessness in the McKinney-Vento Homeless Assistance Act will generally be subject to the provisions of this admission and enrollment policy. However, pursuant to federal law, the school will provide accommodations in the admission and enrollment process to minimize school attendance barriers for homeless students.

#### General Eligibility Requirements

Pursuant to Texas Education Code §29.153(b), a child qualifies for Pre-K if the child is three or four years of age on September 1 of the current school year and:

1. is unable to speak and comprehend the English language;
2. is educationally disadvantaged;
3. is a homeless child, as defined by 42 U.S.C. Section 11434a, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
4. is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
5. is a child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty; or
6. is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

The school will offer Pre-K for children who are three or four years of age on September 1 of the current school year.

Pursuant to Texas Education Code §5.001(4), educationally disadvantaged means eligible to participate in the national free or reduced-price lunch program established under 42 U.S.C. Section 1751 et seq. It also includes all students who are eligible for Head Start.

Once a student qualifies for Pre-K, the student will remain qualified for the remainder of the current school year even if circumstances change during the year and the student would no longer qualify. In certain instances, qualification must be re-verified prior to the start of the school year if the initial verification occurred prior to a certain date. In such instances, the student may be deemed unqualified at the conclusion of the re-verification.

The Enrollment Specialist will maintain all documentation of Pre-K qualification separate from the student's cumulative folder.

### School Admission Policy

Pursuant to the Texas Education Code and the school's charter, admission to the school is open to students residing within the school's designated geographic boundary, which includes the independent school districts of Dallas, Cedar Hill, De Soto, Duncanville, Grand Prairie, Fort Worth, White Settlement, Crowley, Everman, Burleson, Castleberry, Lake Worth, Eagle Mountain, Saginaw, Carrollton-Farmers Branch, Irving, Garland, Lancaster, Mesquite, Red Oak, Richardson, Waxahachie, Aledo, Arlington, Birdville, Cleburne, Italy, and Mansfield. Only students with a history of disciplinary issues, as provided in chapter 12 of the Texas Education Code, or students who do not qualify for Pre-K under the TEA's criteria may be excluded from admission.

The Board of Directors requires all new applicants to complete and submit an application for admission by the application closing date. Pursuant to the Texas Education Code and United States Department of Education Non-Regulatory Guidance, upon receipt of more applications for admission than openings in a grade, the school will fill the available openings by lottery.

Students who are enrolled at the school will be re-admitted for the subsequent school year contingent upon the submission of a completed re-enrollment packet by the application closing date. Students who are enrolled at the school in the Pre-K 3 program will be eligible for re-admission in the Pre-K 4 program for the subsequent school year contingent upon the submission of a completed re-enrollment application by the application closing date and re-verification of their qualifying status.

### Deadlines

All returning Pre-K 3 students who turn in their re-enrollment packet no later than close of business on the application closing date, will be re-admitted to the school for Pre-K 4 provided they continue to qualify for Pre-K (for instance, if the student is LEP) or they submit documentation to substantiate continued qualification for Pre-K. This documentation must be submitted and verified no later than the first day of school in order for the student to receive automatic re-admission.

Returning students who do not turn in their re-enrollment packet by the application closing date must complete a new student application in addition to the forms attached to the re-enrollment packet and will be treated as a new student for purposes of determining eligibility for admission and placement on the waitlist.

Students who enroll at the school after the application closing date must complete a new student application along with the forms attached to the re-enrollment packet for the next school year. They will be placed on the waitlist according to the provisions outlined in this policy.

New students who turn in a completed application for either Pre-K 3 or Pre-K 4 by the application closing date will be included in the lottery. The lottery will determine the order in which students will be determined to be eligible for admission and, if eligible for admission, admitted to the school as space is available.

Students who turn in a completed application for either Pre-K 3 or Pre-K 4 after the application closing date will be placed on the waitlist based on the date and time the application is received and the category of admission (children of the school's founders, teachers, and staff, siblings of current and admitted students, and students who live within the school's geographic boundary). If a spot is available for the student, then eligibility will be determined and, if eligible for admission, the student will be admitted to the school.

Both re-enrollment packets for returning students and applications for new students will be available no less than two weeks before the application closing date. The exact date when applications and re-enrollment packets will be available will be determined each year by February 1.

#### Completed Re-enrollment Packets for Pre-K 4

A re-enrollment packet must be completed and returned to the school by the application closing date for each student seeking automatic re-admission for the subsequent school year. A re-enrollment packet will be deemed complete when the following have been returned:

1. Completed re-enrollment form;
2. Student Residency Questionnaire;
3. Emergency Contact Information form;
4. All forms attached to the re-enrollment packet; and
5. Pre-K Registration form for students who must re-qualify for Pre-K.

The Enrollment Specialist will prepare re-enrollment packets for all returning Pre-K 3 students. Students who qualified for Pre-K 3 based on LEP status or DFPS conservatorship will not be required to complete a new Pre-Kindergarten Registration Form. All other returning students will be required to complete a new Pre-Kindergarten Registration Form in order to re-qualify. Re-enrollment packets will not be accepted unless they are complete.

Additional documents are requested with the re-enrollment packet, but are not required and if missing, will not cause the re-enrollment packet to be considered incomplete. These documents include:

1. Legal custodial documents (if any new documents exist); and
2. Updated immunization records.

Re-enrollment packets should be returned to the student's current campus.

A current student who misses the deadline to turn in a re-enrollment packet will not be granted automatic re-admission for the subsequent year. Such applicants will be required to complete a new student application, in addition to the forms attached to the re-enrollment packet, and will be treated like new students with regard to determining eligibility for admission and placement on the waitlist.

#### Completed New Applications for Pre-K 3 and Pre-K 4

A new student application may be completed online or returned to the school for each student seeking admission. A new application for Pre-K will be deemed complete when all required fields have been completed, the application has been signed, and the application has been submitted online or returned to the school by the parent or guardian along with the following documents:

1. Home Language Survey;
2. Student Residency Questionnaire;
3. Sibling form; and
4. Pre-Kindergarten Registration form.

These documents will assist the school in determining eligibility for admission and placement in the correct section of the lottery or on the correct section of the waitlist.

The Enrollment Specialist will determine the student's campus of residence based upon the student's address. The Texas Education Agency ID for the campus of residence will be included on the Admission and Enrollment Checklist. The parent must certify that all of the information contained in the application is true and correct. Based upon the district of residence and the parent's certification as to the truthfulness of this information, it will be determined whether the student lives within the school's geographic boundary (the independent school districts of Dallas, Cedar Hill, De Soto, Duncanville, Grand Prairie, Fort Worth, White Settlement, Crowley, Everman, Burleson, Castleberry, Lake Worth, Eagle Mountain Saginaw, Carrollton-Farmers Branch, Irving, Garland, Lancaster, Mesquite, Red Oak, Richardson, Waxahachie, Aledo, Arlington, Birdville, Cleburne, Italy, and Mansfield).

Parents will be required to complete a Student Residency Questionnaire in order for the school to identify homeless students, as defined by the McKinney-Vento Homeless Assistance Act. A student identified as homeless will be eligible for admission to the school, regardless of current residency, under the same conditions as a student living within the school's geographic boundary.

New student applications may be completed and submitted online or returned to any campus.

#### Lottery and Placement on Waitlist

Both Pre-K 3 and Pre-K 4 will be subject to the lottery, regardless of the number of applications received by the application closing date. The lottery will determine the order students are determined to be eligible for admission.

The lottery shall be conducted within the next ten (10) business days following the application closing date.

The lottery for the available spots for eligible students in each section of Pre-K will be conducted in three stages: (A) eligible children of the school's founders, teachers, and staff; (B) siblings of current and admitted students; and (C) students who live within the school's geographic boundary (including homeless students).

Applications received after the application closing date, regardless of whether they are received before or after the lottery, will be placed on the waitlist according to their application classification: eligible child of the school's founders, teachers, and staff; sibling of current or admitted student; or student who lives within the school's geographic boundary (including homeless students). Thus, for instance, any sibling who submits an application for admission after the application closing date will be placed at the bottom of the section of the waitlist for siblings (and immediately ahead of the students residing within the school's geographic boundary).

In addition to the spots allocated for eligible students, the school will provide extra spots for up to 1 non-qualified Pre-K student per Pre-K classroom for the children of employees. This exception will not in any way jeopardize the availability of the allocated spaces for eligible Pre-K applicants. An employee of the school who has a non-qualified child or children they would like to enroll in Pre-K will be required to complete the Pre-K application and return it to the school by the application closing date. Such non-qualified students will be included in a separate lottery for the extra non-qualified spots. The child of any employee who submits an application after the application closing date will be admitted if space is available or placed on the bottom of this supplemental waitlist.

### Determining Eligibility for Admission

Following the application closing date, the Enrollment Specialist will determine the number of timely received re-enrollment packets for Pre-K 4 and based on that number calculate the number of openings.

All students who provisionally have a spot at the school because they are high enough on the lottery or waitlist to fill one of the available openings will at this point begin the process of determining eligibility. If appropriate, a student's English language proficiency will be tested. If a student is not eligible to be tested or they are tested and do not qualify as limited English proficient, then other documents will be required to determine eligibility.

Prior to August 1, students must be tested or provide appropriate documentation within one week of a request from the school for testing or documentation. After August 1, students must be tested or provide appropriate documentation within 48 hours (excluding weekends and federal holidays) of a request from the school for testing or documentation.

Any student who is determined to be not eligible for Pre-K will be notified by the Enrollment Specialist and will be removed from the waitlist.

In addition, a waitlisted student who reaches the top 10 of the waitlist will begin the process of determining eligibility. If at that time the student is determined to be eligible for admission, they will retain their spot on the waitlist. If they are determined to be not eligible for admission, they will be notified of the determination and removed from the waitlist. The Enrollment Specialist, at their discretion, may also determine the eligibility of students who are greater than number 10 on the waitlist.

#### Qualifying for Pre-K Based on Student's English Language Proficiency

To determine if a student qualifies for Pre-K based on not speaking and comprehending the English language, the school will:

1. Administer a Home Language Survey in English and Spanish (or for students of other language groups, English and a translation into the student's home language when possible); and
2. Test any student with a language other than English indicated on any portion of the Home Language Survey with an oral instrument from the list of state approved tests for assessment of limited English proficient students.

If a student qualifies for Pre-K because the student does not speak or comprehend the English language, the following documentation must be on file:

1. Home Language Survey; and
2. Proof of a qualifying score on an approved Oral Language Proficiency Test.

If a student qualifies for Pre-K in another district on the basis of not speaking and comprehending the English language, the student will be qualified to attend Pre-K at the school provided that a copy of the Home Language Survey and the OLPT with a qualifying score has been received.

Further, a Pre-K LEP 3-year old who submits a re-enrollment packet for the Pre-K 4-year-old program is still eligible provided that the Home Language Survey and qualifying test score remain in the file.

If a LEP student in the Pre-K 3 program has a parental denial, the student must be requalified to be eligible for the Pre-K 4 program.

#### Qualifying for Pre-K Based on Educationally Disadvantaged Status

To determine if a student qualifies for Pre-K based on being educationally disadvantaged, the school will:

1. Evaluate eligibility for the National School Lunch Program (NSLP) based upon the family's income or automatic eligibility; and, if necessary,



2. Evaluate the student's eligibility for participation in Head Start.

For all students who submit income documentation prior to July 1 and qualify for Pre-K based upon that documentation, the school must re-verify income no more than 2 months prior to the student's first day of membership. Therefore beginning July 1 the Child Nutrition Coordinator will contact all parents of students qualified for Pre-K based on their acceptance into the NSLP because the family's income level met the requirements for participation in the NSLP and re-verify income. If a family's income level has changed and the student no longer qualifies for the NSLP, then the Enrollment Specialist will inform the parents of this fact.

If a student attending another district's Pre-K program on the basis of being educationally disadvantaged chooses to transfer to the school, the student must re-qualify for the Pre-K program.

Qualifying for Pre-K Based on Homelessness

The school's homeless liaison will determine Pre-K qualification based on a student being homeless.

Pursuant to the Texas Education Agency, the school will apply the definitions of "homeless children and youths" included in the No Child Left Behind Act (42 USC §11434a) and in 42 USC §11302(a).

The school's Homeless Liaison will be responsible for conducting telephone interviews with all parents of children who do not live in their own house or apartment, Section 8 housing, or military housing with their parents, legal guardians, or caregivers. If the child is considered to be homeless based upon the definitions above, a copy of the Student Residency Questionnaire with the homeless designation that is signed by the Homeless Liaison will be attached to the Pre-K Registration form.

Students who are determined to be homeless based upon the definitions of homeless in the McKinney-Vento Homeless Assistance Act will generally be subject to the provisions of this admission and enrollment policy. However, pursuant to Federal law, the school will provide accommodations to the admission and enrollment process to minimize school attendance barriers for homeless students.

Qualifying for Pre-K Based on a Parent's Membership in the Armed Forces

The following definitions apply when determining a whether a student qualifies for Pre-K based on membership of a parent in the armed forces:

The term "member of the armed forces" includes:

1. active duty uniformed members (parents or official guardians) of the Army, Navy, Marine Corps, Air Force, or Coast Guard who have eligible children residing in Texas.

2. activated/mobilized uniformed members of the Texas National Guard (Army or Air Guard), or activated/mobilized members of the Reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard who have eligible children residing in Texas.
3. uniformed service members who are missing in action (MIA).

The term “child” includes:

1. a biological or adopted child of a member of the armed forces; or
2. a stepchild of the member of the armed forces.

If a student qualifies for Pre-K because the student is the child of an active duty, injured, or killed member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, one of the following forms of documentation must be on file:

1. Documentation that a school employee verified the student’s Department of Defense (DoD) photo identification for children of active duty service members. The documentation must include the printed name and signature of the person who verified the identification and the date that it was verified. The school will not make a copy of the identification.
2. A “Statement of Service” from the Installation Adjutant General Director of Human Resources for children of active members or mobilized Reservists or members of the Texas National Guard.
3. A copy of the Death Certificate using the Service appropriate DoD form, or a DoD form that indicates death as the reason for the separation from service for children of Service members who died or were killed.
4. A copy of Purple Heart orders or citation for children of Service members or mobilized Reservists/guardsmen who were wounded or injured in combat. A copy of the Line of Duty Determination documentation for children of Service members or mobilized Reservists/guardsmen who were injured while serving active duty but were not wounded or injured in combat.
5. Missing in Action (MIA) appropriate documentation for children of Service members who are MIA.

If a student qualifies for Pre-K because the student is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, the student remains qualified for enrollment if the child’s parent leaves the armed forces, or is no longer on active duty, after the student begins a Pre-K class.

#### Qualifying for Pre-K Based on Current or Prior Foster Care Placement

Students who are in or who have ever been in the conservatorship of the Texas Department of Family and Protective Services (DFPS) following an adversary hearing qualify for Pre-K. This includes students who are in or who have ever been in DFPS conservatorship and students who have been adopted or returned to their parents after having been in DFPS conservatorship.

The DFPS and Child Protective Services provide letters of Pre-K eligibility to the parents and caregivers of qualifying children. The school will maintain a copy of such eligibility letter with the student's Pre-K documentation.

### Admission

After Pre-K eligibility has been determined, the Enrollment Specialist, or their designee, will notify parents of students who are admitted to the school. The parent or guardian will have 1 week (excluding weekends and federal holidays) from the time of the first notification of admission to accept admission to the school. If the parent or guardian does not appropriately respond online or call the enrollment department to accept the offer of admission within 1 week (excluding weekends and federal holidays), the student will be removed from the waitlist.

When a seat becomes available any time after the initial lottery notification, the parent of the next student on the waitlist will be notified as soon as there is an opening. Prior to August 1, the parent or guardian will have 1 week (excluding weekends and federal holidays) from the time of the first notification of admission to accept admission to the school. After August 1, the parent or guardian will have 24 hours (excluding weekends and federal holidays) from the time of the notification of admission to accept admission to the school. If the parent or guardian does not appropriately respond online or call the enrollment department to accept the offer of admission within the allowable time, the student will be removed from the waitlist.

Any student who is administratively removed from the waitlist due to failure to timely accept admission as outlined in this policy may have their application re-activated for that school year only. The parent must call the Enrollment Specialist and request that the application be re-activated. Upon receipt of such request, the student will be subject to all of the admission requirements for new students and will be placed on the waitlist according to the provisions outlined in this policy.

If the number of students enrolled in a grade ever exceeds the cap established by the school, due to retention or other grade placement modifications, the school will absorb the extra students in that grade as naturally as possible. If any student withdraws or is removed from the school such that the number of students in the grade remains at or above the cap, additional students will not be admitted at that time. The school will not admit additional students in any grade unless the number of students falls under the cap for that grade as determined by the school.

If the next student on the waitlist does not provide such documents in order to qualify for Pre-K or testing is not completed before the expiration of the appropriate deadline, the school may admit a later applying eligible student. In this case, as soon as the earlier applying student has been determined to be eligible for admission, the student may be admitted or remain on the waitlist for an opening.

If an opening arises in a bilingual class, the next student on the waitlist will be offered the spot. The parent will be given the opportunity to accept the spot in the bilingual class or pass on that opening and wait for an opening in a non-bilingual class. If the parent chooses not to accept the bilingual opening, the student will retain their spot on the waitlist.

No student names will be physically removed from the Pre-K enrollment database. The Pre-K enrollment database will be retained as a record of the school's compliance with the Texas Education Code, United States Department of Education Non-Regulatory Guidance, and this policy.

### Completed Enrollment Packets

A student who has been granted admission before July 1 must complete an enrollment packet online or turn it in to the school no later than 30 days after the parent has accepted admission. If the completed enrollment packet is not submitted online or returned within 30 days, the offer of admission will be rescinded. A student who has been granted admission on or after July 1 will be given a reasonable deadline to return the enrollment packet, which will be no later than the first day the student is enrolled at the school.

The school may in its discretion also require a student on the waitlist to complete an enrollment packet. This determination will be made based upon the student's number on the waitlist and the number of sections in a particular grade level on the campus the student is applying to. Before July 1, the enrollment packet must be submitted online or returned no later than 30 days after the Enrollment Specialist contacts the parent to request that the packet be completed. After July 1, a student on the waitlist will be given a reasonable deadline to return the enrollment packet, which will be no later than the first day the student is enrolled at the school.

Pursuant to Texas Education Code § 25.002(f), a child must be enrolled in a school by the child's parent or guardian or other person with legal control of the child under a court order. The school will record the name, address, and date of birth of the person enrolling the child. The person enrolling the child must present a government issued ID showing their name and date of birth. A copy of the ID will be made by the school. If the ID does not include the parent or guardian's current address, the parent or guardian will be required to provide that information separately.

An enrollment packet will be considered complete when the following have been returned:

1. Completed enrollment form;
2. Special Education and Section 504 form;
3. Migrant Education Program form;
4. Emergency Contact Information form; and
5. All forms attached to the enrollment packet.

Pursuant to Texas Education Code § 25.002(a-1), the following documents must be furnished to the school by the parent or guardian of the student but need not be furnished to the school prior to enrollment. However, they must be furnished to the school by the parent or guardian not later than the 30<sup>th</sup> day after the date a child is enrolled in the school.

1. Document proving age and identification (such as a birth certificate); and
2. Copy of the child's records from the school the child most recently attended, if applicable.

Pursuant to Texas Education Code § 38.001 and 25 Texas Administrative Code §§ 97.66 and 97.69, the following document(s) must be furnished to the school by the parent or guardian of the student but may not need to be furnished to the school prior to enrollment.

1. Immunization record evidencing that all immunizations are current.

If a child is enrolled under a name other than the name that appears in the identifying documents, the school will notify the Missing Children and Missing Persons Information Clearinghouse. If the student's records have not been received within 30 days of a request, making this comparison impossible, the school will notify the municipal police department or the county sheriff's department for a determination of whether the child has been reported as missing.

Additional documents are requested with the enrollment packet, but are not required and if not included, will not cause the application to be considered incomplete. These documents include:

1. Copy of Social Security Card;
2. Legal custodial documents;
3. Withdrawal form from previous school; and
4. Ethnicity and Race Data Questionnaire.

Pursuant to Federal law, the school cannot require parents or students to complete the Ethnicity and Race Data Questionnaire. If the parent does not return a completed Ethnicity and Race Data Questionnaire with the enrollment packet, the school may request that the parent complete the form. If the parent further refuses, then the principal will complete the form based on observer identification.

New student enrollment packets may be completed and submitted online or returned to any campus.

Students will only be required to complete one re-enrollment packet or one new student application and enrollment packet per year. If a student withdraws from the school, requests to be taken off the waitlist or refuses an open spot that has been offered, and then subsequently requests admission to the school during the same school year, the student will not need to complete a new application or re-enrollment packet. However, the student will be subject to all qualification and admission requirements for new Pre-K students and will be placed on the waitlist according to the provisions outlined in this policy.

#### Records Requests

Pursuant to the Texas Education Agency's Student Attendance and Accounting Handbook (SAAH), when a student moves from one Texas public school district or charter school to another, the student record must be transferred via the Texas Student Records Exchange (TREx) within 10 working days of receiving a request. The transfer of records must adhere to the minimum requirements outlined in the SAAH.

The Enrollment Specialist will be responsible for initiating the first TREx request for records from each district that the student has previously attended, reviewing all records received, and making subsequent requests for additional documents. The Enrollment Specialist will fill out a Records Request Tracking form for each previous district to document the requests and the documents received as a result of the requests. Upon completion of the Records Request Tracking form and receipt of records, the form will be signed by the Enrollment Specialist and then filed.

In order to ensure that the school has complete and compliant LEP records, there must be at least three requests for records from each previous district and sufficient documentation of such requests unless the school receives all records, including a Home Language Survey, all LPACs, the most recent OLPT, and the parent permission letter without having to make three requests. If all records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator to be placed in the LEP file.

In order to ensure that the school has complete and compliant special education records, there must be at least three requests from each previous district for records and sufficient documentation of such requests unless the school receives all records, including an Individualized Education Plan (IEP) not more than one year old and a Full and Individual Evaluation (FIE) not more than three years old, without having to make three requests. The Enrollment Specialist will work with the appropriate coordinator in order to ensure that all documents that are believed to exist are requested specifically from a person likely to be able to fulfill the request. If all special education records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator to be placed in the special education file.

In order to ensure that the school has complete and compliant 504 records, there must be at least three requests from each previous district for records and sufficient documentation of such requests unless the school receives all records, including any section 504 documentation, without having to make three requests. The Enrollment Specialist will work with the appropriate coordinator in order to ensure that all documents that are believed to exist are requested specifically from a person likely to be able to fulfill the request. If all 504 records that are believed to exist are not received, the Enrollment Specialist will give a copy of the Records Request Tracking form to the appropriate coordinator for filing.

As soon as is practicable at the end of the school year, the Enrollment Specialist will begin requesting a final report card from the last school attended and, if applicable, end of the year LPACs first for all new applicants who have been admitted and then all new applicants who are qualified and eligible for admission but are still on the waiting list. This process will continue until all end of the year documentation has been received.

### Immunizations

Pursuant to Texas Education Code § 38.001(a), a student is required to be fully immunized against certain diseases as a requirement for admission to any elementary or secondary school except as provided by Texas Education Code § 38.001(c). However, Texas Education Code § 38.001(e) allows the school to provisionally admit a student who has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.

Pursuant to 25 Texas Administrative Code §97.69(a), a student transferring from another school district in Texas may be enrolled provisionally for 30 days pending transfer of the immunization record.

Pursuant to 25 Texas Administrative Code §97.66(b), a homeless student may be admitted for 30 days pending initiation of vaccinations or receipt of vaccination documentation.

Pursuant to 25 Texas Administrative Code §97.69(b), a student who is a dependent of a person who is on active duty with the armed forces of the United States may be enrolled provisionally for 30 days pending transfer of the immunization record.

Pursuant to 25 Texas Administrative Code §97.66(a), the nurse or clinic aide will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, the student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall prohibit attendance until the required dose is administered.

### Enrollment Conditions

All students who are admitted to the school are expected to be at school on the first day of school as designated on the official school calendar that is adopted each year by the Board of Directors. Students may forfeit their spot at the school at noon on the second day of the new school year if the student has not attended class by noon on the second day of the school year or provided a doctor's note documenting an illness preventing the student from attending class.

Before revoking the offer of admission due to failure to attend school, the school will call all numbers listed in the student's application and enrollment packet (or re-enrollment form) in an attempt to notify the parent of the impending action. However, these phone calls are simply a courtesy and the inability of the school to make contact with the student's parent or guardian will not change the outcome of the administrative action.

A student whose admission is revoked due to failure to attend school or who is administratively withdrawn from the school due to non-attendance may request that their application be re-activated in order to enroll in the school at a later date. Such students will be subject to the waitlist at the time of re-activation.

A student who is admitted to the school at any time after the first day of school may have their admission revoked at noon on the second school day after the parent accepts the opening if the student has not attended class by noon on the second day after the parent accepts the opening or provided a doctor's note documenting an illness preventing the student from attending class.

If a student ceases attending school at any time during the school year, the decision regarding administrative withdrawal will be made in accordance with the withdrawal policy. If a student is administratively withdrawn for any reason, the student will not be eligible for automatic re-enrollment for the subsequent school year.

## Continued Enrollment

Once a student has attended the school, the student may remain in attendance through subsequent school years conditioned upon the submission of a completed re-enrollment packet each year by the application closing date and re-verification of qualifying status if moving from Pre-K 3 to Pre-K 4. A student who withdraws from the school after the timely submission of a re-enrollment application will forfeit their spot for the upcoming year. If a student in this situation later desires admission to the school, the student will not need to complete another application or enrollment packet for the upcoming school year but will be treated as a new student for purposes of determining eligibility for admission and placement on the waitlist.

### **Revision History:**

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
3/28/11	1	New document
2/20/12	2	Annual Revision
1/28/13	3	Annual Revision
4/15/13	4	Revision
2/16/16	5	Revision
1/17/17	6	Revision to add online enrollment