

200-AR-1. STUDENT CLASSIFICATION FOR ENROLLMENT

- I. Resident Students/Court Order/Custody Agreement (See also Board Policy No. 202.1)
- A. A school-age student is entitled to be enrolled in the schools of the school district where his/her parent(s) or legal guardian(s) reside(s), upon submission of required documents.
 - B. When parents/guardians reside in different school districts due to separation, divorce or other reasons, the student should be enrolled in the school district of the parent/guardian with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.
 - C. If parents/guardians share joint custody and the student's time is evenly divided between the parents/guardians, the parents/guardians choose which of the two (2) school districts the student will attend for the school year.
 - D. If a parent/guardian enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent/guardian to provide a copy of the order or agreement.
- II. Students Living With Resident Adult Other than Parent (See also Board Policy No. 202)
- A. When a student lives with a school district resident who is supporting the student without personal compensation (gratis), the student can enroll in a school of the school district if the resident makes application and provides the required documentation.
 - B. In addition to the required documents, school staff will require the resident to provide one (1) of the following:
 - 1. Legal documentation to show dependency or guardianship.
 - 2. Sworn and notarized statement indicating that the signer is a school district resident and is supporting the student without receiving personal compensation (gratis), the student is living with him/her continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

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- C. School staff can require a school district resident to provide additional information before enrolling a student in schools of the school district. Required documents may include:
1. Copy of completed county form or court order transferring child support payments to the school district resident, if applicable.
 2. Copy of completed state form notifying the PA Department of Welfare of child's new residence, if applicable.
 3. Lease, which shall be attached to a notarized Pleasant Valley School District *Landlord Affidavit* that includes the property PIN number. The lease shall be current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants.
 4. Documents to verify residency, as required for all students enrolling in schools of the school district.
- D. The school district resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

III. Student/Families With Limited English Proficiency

- A. The school district will provide translation and interpretation services to the extent needed to help a family with limited English proficiency to understand the enrollment process.
- B. School staff will promptly enroll the student, upon submission of required documents.
- C. School staff will not request social security numbers or immigration status information.

IV. Foster Students (See also Board Policy No. 202)

- A. Nonresident students placed in foster care, as per Section 13-1305 of the PA School Code, are entitled to the same educational privileges as students residing in the school district. Nonresident exceptional students placed in foster care are entitled to receive an appropriate program of special education.
- B. In addition to the required documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in

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a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

- C. The school district will attempt to enable a foster student moving from one placement to another to remain in the same school of the school district when the student is moved to another school attendance area or to another school district, when feasible and in accordance with all other applicable policies and regulations.

V. Pre-Adoptive/Adoptive Students

- A. A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the school district in which the pre-adoptive parents reside.
- B. A student living with adoptive parents is entitled to attend school in the school district in which the adoptive parents reside.
- C. School district staff will enroll a student living with adoptive parents or pre-adoptive parents who reside in the school district, upon submission of required documents.

VI. Students Living In Institutions (See also Board Policy No. 202)

- A. If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the school district is required to provide an education, and special education when appropriate, to nonresident students placed in the institution.
- B. Students placed in a children's institution have the right to attend schools of the school district if appropriate for the student, upon submission of required documents.

VII. Emancipated Minors (See also Board Policy No. 202.1)

- A. An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from his/her parent(s)/guardian(s) or is living with a spouse.
- B. The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of required documents.

VIII. Homeless Students (see also Board Policy No. 251)

- A. Homeless students lack a fixed, regular and adequate nighttime residence and may reside in shelters, hotels, motels, cars, tents, or be temporarily housed with a

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resident family because of lack of housing. Homeless students include unaccompanied homeless youth and those waiting for foster care placement.

- B. School staff will immediately enroll a homeless student, and the family is not required to prove residency.
- C. School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. An unaccompanied homeless student is any child who is not in the physical custody of a parent/guardian and includes a student who has run away, been thrown out of the home, or been abandoned or separated from a parent/guardian.
- D. A youth awaiting foster care placement includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, prior to enrollment, school district staff will consult with the county children and youth agencies to determine if the student meets the definition of awaiting foster care placement.

IX. Children of Military Personnel

- A. When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the school district, the student is entitled to attend schools of the school district, upon submission of required documents.
- B. School staff will presume the school district resident is supporting the student gratis, without personal compensation or gain.

X. Foreign Students With Student Visas

- A. Students with visas of any type must comply with the terms and conditions of that visa, including payment of tuition when required.
- B. When a student with a visa requests enrollment in schools of the school district, the designated school district administrator shall consult with the school district solicitor to ensure the school district is following the specific requirements of the applicable visa program.

XI. Undocumented Foreign Students

- A. School district staff will not ask about the immigration status of a student who is seeking to enroll in the school district.
- B. A student whose immigration status is not documented must provide the residency and other documents required for enrollment.

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XII. Students Returning From Delinquency Placements

- A. When a student returns to the school district from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because s/he had been an adjudicated delinquent.
- B. A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if s/he meets the definition of a disruptive student. Factors the school district shall consider include:
 - 1. If the incident causing the adjudication occurred at school or a school-sponsored event.
 - 2. The student's behavior in the placement.
 - 3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

XIII. Address Confidentiality Program (ACP)

- A. A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.
- B. School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.
- C. School records from the former school will be forwarded through the Address Confidentiality Program (ACP).
- D. The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

XIV. Enrollment Complaints

- A. When a dispute arises regarding the enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the Superintendent and/or designee.
- B. The individual or the school district may send written follow-up to the PA Department of Education, School Services Unit.