



Book	Policy Manual
Section	5000 Students
Title	ENROLLMENT ELIGIBILITY OF STUDENTS
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#### 5111 - ENROLLMENT ELIGIBILITY OF STUDENTS

##### **Residency**

Except as provided below, enrollment in the District shall be limited to students who are residents of the District, or who are otherwise entitled by State or Federal law to attend school in the District. Students in the following categories are eligible to attend school in GPPSS:

- A. A student who lives with one or both parents or a legal guardian in a home they own or rent in the District. A parent or legal guardian lives in a home if it is the person's primary legal domicile. To be a resident of the District, a person must actually live in a home in the District; merely owning or renting a home in the District is not sufficient to establish residency.
- B. A student who does not live in the District, but whose parent or legal guardian lives within the District. See paragraph 1, above, for definition of when a person resides in the District.
- C. A student who lives with a parent or legal guardian who lives with another person in the District. In other words, the parent or legal guardian does not own or rent his/her residence, but lives with another, and the student lives with them.
- D. A student whose parent or legal guardian, residing outside the District, is unable to provide a home for the student, and who places the student in the home of a relative of the student within the District for the purpose of securing a suitable home for the child and not for an educational purpose.
- E. A student who is placed in a licensed home in the District.
- F. A student who is homeless. A person is homeless if s/he lacks a fixed, regular and adequate nighttime residence, or has as a primary nighttime residence a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans.
- G. A student who is in Foster Care. If a child who is under probate jurisdiction and/or is under the care and responsibility of a child welfare agency is placed in foster care, the child will be permitted to enroll in and attend the appropriate grade in the school selected by the department of human services or a child placing agency without regard to whether or not the child is residing in the district.
- H. A nonresident student attending special education programs hosted by the District under Public Act 18.

- I. Non-resident students who meet the requirements of the section of this policy entitled "Non-Resident Students Permitted to Enroll."

For purposes of this policy, if a student attends school in the District on the basis of a parent who resides in the District, and that parent leaves the District as a result of being called to active duty in the armed forces of the United States, the student will continue to be regarded as eligible to attend school in the District through the time that the parent is released from active duty in the armed forces.

For purposes of eligibility to attend school, a "legal guardian" is a person appointed by a Probate Court to be a full legal guardian of a student under M.C.L. 700.5204. A person appointed a limited guardian under M.C.L. 700.5205 is not a "legal guardian" for purposes of this regulation.

Upon receipt by the District of information that a child seeking to enroll in the District is or may be homeless or in foster care, the matter shall promptly be referred to the Homeless Education Liaison, who shall ensure that the child and the child's family or caregiver, as applicable, are provided the protections, including privacy protection, required under the McKinney-Vento Act, and shall thereafter proceed to determine whether the child is in fact homeless or in foster care. If the child is determined not to be homeless or in foster care, his or her eligibility for enrollment shall be determined under Policy 5111 and the accompanying administrative guideline.

### Proof of Eligibility

At all times, the governing principle is eligibility to attend school in the District, as established by State law, and not merely whether the specific items of proof called for in this Policy have been provided. The District reserves the right to deny enrollment to a student even if the proofs below have been provided, if the evidence shows that the student is not in fact eligible to attend school in the District.

At registration, the parent or legal guardian registering the student will be expected to sign an affidavit of residency and to furnish the following documentation to prove the student's eligibility to attend school in the District:

- A. **Category 1:** Student lives with one or both parents or legal guardian who own/rent in the District Standard Proof of Residency:

1. A driver's license or state identification card showing parent or guardian's name and address within the District. And
2. The appropriate documentation as follows:
  - a. For a homeowner: A warranty deed or quitclaim deed to the property, a closing statement (dated within two (2) months of the date of enrollment), a current property tax bill, or mortgage payment book or statement relating to the property address within the District.
  - b. For a renter: a signed current lease, a landlord affidavit using the district form; or some other proof of the tenancy acceptable to the District. Note: ownership or lease of property must be for the purpose of a primary residence. Merely owning or leasing a residence within the boundaries of the District does not constitute residency in the District.
  - c. Legal guardians must also provide a copy of current Probate Court Letters of Guardianship.
3. Any two (2) of the following (showing name of parent/guardian and address within District):
  - a. gas/electric bill;
  - b. telephone or cellular phone bill;
  - c. cable or satellite TV bill;
  - d. renter's or homeowner's insurance policy;
  - e. bank or credit card statement;

f. current automobile registration or a current automobile insurance policy or statement.

B. **Category 2:** Parent or legal guardian of the student lives within District boundaries:

Standard Proof of Residency (see Category 1) for the parent or guardian who lives within the District.

C. **Category 3:** Student and parent(s) live with someone else ("host") within the District: All of the following:

1. parent's driver's license, state identification card, or voter registration card showing address within District;
2. affidavit of parent (on District form);
3. affidavit of host (on District form);
4. two (2) current monthly recurring bills (such as credit card, bank statement, cell phone, etc.) addressed to the parent at the host's address.
5. Standard Proof of Residency (see Category 1) for host.

D. **Category 4:** Student placed by parent(s) with a relative residing within the District ("host") for the purpose of providing a suitable home and not for an educational purpose:

All of the following:

1. affidavit of parent (on District form);
2. affidavit of host (on District form);
3. student's driver's license (showing address within District) (if student is sixteen (16) years or older).

Standard Proof of Residency (see Category 1) for host.

E. **Category 5:** Student who is placed in a licensed facility in the District Court or other record(s) placing student(s) at such facility.

F. **Category 6:** Homeless student

Proof establishing homelessness, as defined by law, to the satisfaction of the District.

G. **Category 7:** Student who is in foster care.

Proof from the Probate Court or other child welfare agency establishing foster care status to the satisfaction of the District.

H. **Category 8:** Certain special education students under Public Act 18:

Current Individual Education Plan ("IEP") documents as prepared by the student's home school district.

I. **Category 9:** Non-Resident Students Permitted to Enroll:

Non-resident students seeking to enroll under this policy shall provide the documentation necessary to demonstrate their eligibility.

#### **Non-Resident Students Permitted to Enroll**

Non-resident students will be permitted to attend school in the District only under the following circumstances:

A. If the family of a student who is a senior in high school and who has attended school in the District as an eligible student as a junior has moved out of the District (or the student is otherwise no longer eligible to

attend school in the District), but the student wishes to complete his/her senior year in the District. In that case, the student shall be charged tuition, as established below, from the date s/he no longer is a resident or otherwise eligible student until graduation. If the student's family has moved out of the District between the end of the student's junior year and the initial student membership count day in the student's senior year, a waiver from the student's new residency district is also required.

- B. If the family of a student has purchased a home within the District but has not yet relocated at the start of the semester; upon request of the family, the student will be permitted to attend school upon payment of tuition until establishing that the family has become a resident of the District. A waiver from the student's current residency district may also be required.
- C. If the family of a student has moved out of the District within thirty (30) days of the end of a semester, for high school or middle school students, or a marking period, for elementary school students, upon request of the family, the student will be permitted to complete the respective semester or marking period upon payment of tuition. A waiver from the student's current residency district may also be required.
- D. Foreign exchange and billeted students as described in Policy 5114.
- E. Pursuant to MCL §388.1606(6)(j), a child of an employee of the District will be permitted to attend school in the District on a tuition-free basis, under the following conditions:
  - 1. This provision permits the enrollment of a child of a District employee who is a non-resident of the District and is currently employed on a half-time (.5) or greater basis. The term "child" includes step-children, adopted children and wards.
  - 2. Enrollment under this provision must occur prior to the fall student count date (except that a child of an employee hired by the District after the fall student count date may enroll within fourteen (14) days of the commencement of the parent's employment).
  - 3. If the parent's employment with the District terminates or if the parent's employment falls below the half-time threshold during the school year but after the fall student count date, the employee's child will be permitted to complete the school year, subject to payment of the per diem tuition rate based on the District's hold harmless millage, as described under "Tuition," below. If the parent's employment terminates or falls below the half-time threshold prior to the fall student count date, the child's enrollment will terminate at the same time.
  - 4. Enrollment of a child of an employee will be denied on the basis that the child has been suspended for more than 5 school days or expelled by a previous school or district; has failed to maintain a grade point average of at least 2.0 in a previous school or district, or, if coming from a school where grade point averages are not available, has failed to perform acceptably academically; or whose attendance at a previous school or district does not meet the attendance standards or requirements of this District.
  - 5. A child of an employee will be assigned to a particular school by the District in its discretion. Placement decisions will be made using staffing levels as the primary consideration. When determining the availability of staffing capacity in a building, administration shall use the currently operative Board of Education direction regarding staffing levels while being careful to provide staffing capacity for future enrollees that live in the schools' attendance area. Upon enrollment at a school in the District, the child will be permitted to remain at that school for subsequent school years unless it is necessary to make adjustments due to such factors as District staffing, student groupings, discipline infractions, or other contingencies. A change in placement will not take place during a school year.
  - 6. Upon completing the highest grade level at the school in which the child is initially placed, the child will be assigned to a school at the next level by the District using the same process and considerations as for the initial placement. If no school is deemed at the time to have sufficient capacity for in-District transfers, the District shall assign the child to the school with the lowest anticipated class size.
  - 7. A child will not be permitted to enroll in the District under this provision if his or her enrollment would require the District to incur additional staffing costs.

## Tuition

The Board shall establish a per diem tuition rate for non-resident students permitted to attend under the above provisions, which shall be based upon the funding obtained from the "hold harmless" millage collected only within the District, and not on State aid, and may include a factor to cover administrative overhead. The District may require tuition for such students to be paid in advance, based on an estimate of the total tuition charge to be incurred.

The Board may establish a higher tuition rate for those who are found to have enrolled or remained students in the District without any right to do so. In addition, legal and investigative costs associated with each such student's situation may be recouped from the student's family. The District reserves the right to prosecute persons who make false statements regarding their residence during the enrollment process for perjury, fraud, or related offense, and/or to bring a legal action for payment of tuition against a person who enrolls a child or children in the schools of GPPSS without a legal right to do so.

Tuition rates for extended-day kindergarten shall be established annually by the Board.

### **First Time Enrollments**

The parents and/or guardians of any student enrolling in the District for the first time shall furnish proof of residency pursuant to this policy and, within thirty (30) days, evidence regarding that student's age and identity to the enrolling officer, proof of required immunizations and, for incoming kindergarten students, a hearing test.

### **Immunization**

All kindergarten students and other students entering school for the first time shall submit evidence of immunization in accordance with Board policy and State law.

### **Registration**

A child who is a resident or otherwise entitled to attend school in the District may enroll in the District if s/he is less than twenty (20) years on September 1st of the school year of enrollment. A child who is a resident or otherwise entitled to attend school in the District may enroll in kindergarten if the child is at least five (5) years of age on December 1st of the school year of enrollment. Extended age eligibility may apply to certain students qualifying for special education services. The school will require presentation of a birth certificate or other legal documentation of the student's age at the time of registration.

### **Resident Attendance In Another District**

The Superintendent may approve resident students attending another school district when the needs of the student dictate attendance in another school district as determined by the school's counselor, teachers, administrators, and the student's parents.

### **To Schools**

Attendance areas may be established for each attendance center in the District.

### **To Classes**

Students enrolled in the District will be assigned to counselors, classes and instructors by the building principal. In all cases, that determination will be made in the best interests of the student and the school in question. Factors to be considered may include, but are not limited to, the following:

- A. previous student experiences
- B. academic record
- C. family history
- D. health problems
- E. test data

F. enrollment size

#### **Transfers (In District)**

The school system maintains an open enrollment policy. Although students will normally attend the school in their own attendance area, transfers will be granted if class size, staffing, student groupings, or total enrollment in a particular building are not adversely affected. It may be necessary, due to any of the above-mentioned circumstances, to limit or eliminate transfers to a particular building. If enrollment must be limited, permission will first be granted to siblings of students currently at that school.

Transfer requests at the high school level will ordinarily only be considered for the beginning of the 9th grade and with the understanding that the student will stay at that high school throughout the high school years.

Upon approval of a transfer, the student will remain at the newly approved school unless it is necessary to make adjustments due to discipline infractions or other contingencies.

Transportation to and from the new school will be the responsibility of the parent or guardian.

The Superintendent shall establish procedures for processing transfer requests. The procedures shall include an appeal process.

#### **Withdrawal**

The Board believes that a student withdrawal from school constitutes a voluntary separation from the District. Further, a formal request form for withdrawal should be submitted in writing to the building principal.

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Revised 5/23/16

Revised 7/24/17

Revised 1/8/18

Legal

M.C.L. 380.1148, 1401 et seq., 388.1606

Emancipation of Minors Act, Section 4, Subsection 6

Public Law 100-77, Section 721, 42 U.S.C. 11431

Stewart McKinney Homeless Assistance Amendment Act of 1990

PA 203 of 1994, Sec. 163a (1) & (2)