

The Board expects the administrative procedures for the admission of students to be designed with students and parents in mind. The enrolling school administrator shall record required student information in the student record system. This information must include, but is not limited to, legal name, residence address, and name(s) of parent(s)/guardian(s). The District shall require a notarized affidavit signed by the legal parent/guardian or relative acting as parent stating the student is living with the other relative for purposes of a suitable home.

First Time Enrollments

The parent(s)/guardian(s), or person *in loco parentis* applying to have a child registered for the first time in a school and, beginning in 2002-2003, the parent(s)/guardian(s) or person *in loco parentis* of a child entering the sixth grade, shall present to school officials, at the time of registration or not later than 30 days following the date of registration, a certificate of immunization or statement of exemption under section 1177 of the Revised School Code.

Resident Students

In order to obtain an estimate of the number of resident students who are expected to enroll in school during the following year, a pre-enrollment period shall be scheduled annually during the spring months.

New Resident Students

New resident students are urged to contact the local school or District administrative offices as soon as possible after establishing residence in the District.

Non-Resident Students

A non-resident student shall be defined as any student who does not meet the requirements to be a resident student of the District, as defined in state law. The enrollment of non-resident students is a privilege granted by the District and is not a legal right provided to the non-resident student and/or his/her parent(s)/guardian(s).

Non-resident students shall not be granted or refused enrollment based upon race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status, or generally, in violation of any state or federal law prohibiting discrimination.

The Board will consider and may permit the enrollment of non-resident students upon receiving a release from the school District of residence or upon payment of tuition unless exempt from either by state law.

Enrollment requests from non-resident, including foreign exchange students will be subject to space availability as determined by the Superintendent considering resident student enrollment projections.

Requests from the parent(s)/guardian(s) of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs. When necessary, a written cooperative agreement with the student's resident District shall cover, but not be limited to, an arrangement on the responsibility for the payment of the added costs of special education programs and services, including transportation, for the student.

Non-resident students admitted pursuant to the following exceptions will not be required to pay tuition or seek approval from their District of residence if:

1. The student was a victim of a criminal sexual assault or other serious assault, that (1) occurred "at school"¹ in the student's District of residence, or (2) that was committed by one or more students from the student's District of residence, or (3) that was committed by an employee of the student's District of residence.
2. The student was enrolled as a resident in the District at the beginning of the school year and became a non-resident after the pupil membership count day (fourth Wednesday in September).
3. The student is the child of an employee who is under a full-time or part-time employment during the current school year. This exception shall cease to exist when the parent(s)/guardian(s) ceases to be an employee of the District. However, under such circumstances, a student may finish the school year without payment of tuition or approval from his/her resident

¹ "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. MCL 388.1606(6)(g)(i).

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District if the parent(s)/guardian(s) discontinues employment with the District after the pupil membership count day.

Unless as otherwise required by law, transportation for enrolled non-resident students shall be furnished by their parent(s)/guardian(s).

A non-resident student will not normally be admitted to the District who is under suspension or expulsion from another District, or who has voluntarily withdrawn from school in another District due to poor academic performance, or for disciplinary reasons.

Resident Attendance in Another District – Non-Schools of Choice

The Board may approve resident students attending another school District when the needs of the student dictate as determined by the school's counselors, teachers, administrators and the student's parent(s)/guardian(s).

Assignments

To Schools

Attendance areas may be established for each neighborhood school in the District.

To Classes

To the extent possible, class assignments will be made in such a way as to give each student the greatest freedom of choice consistent with the student's interests and abilities.

Transfers and Withdrawals

Transfers will not normally be permitted between elementary schools during the school year unless the needs of the student dictate.

Approved: March 7, 2016

LEGAL REF: MCL 380.10; 380.1134-1135; 380.1147-1148; 380.1177; 380.1204a; 380.1282; 380.1324; 380.1401; 380.1416; 388.1606; 388.1767; OAG, 1979-1980, No 5642, p 587 (February 4, 1980); OAG 1981-1982, No 5925, p 234 (June 23, 1981); OAG 9-18-79, No 5574;² OAG 9-17-1980, No 5782;³OAG, 1981-1982, No 5995, p 412 (October 12, 1981); OAG, 1987-1988, No 6467, p 196 (September 16, 1987)

² OAG No 5574, 9/18/1979; A child placed in a relative's home pursuant to a power of attorney authorized by the Revised Probate Code for the purpose of securing a suitable home and not for an educational purpose is a resident for educational purposes of the school district in which the relative resides. A child placed with a person other than a relative pursuant to a power of attorney under the Revised Probate Code does not become a resident of the school district in which such person resides.

³ OAG 5782;, 9/17/1980; A probate court may not appoint a temporary guardian of a minor person upon consent of parents alone without making a finding after examining the attendant facts and circumstances surrounding execution of the consent that parental rights of custody have been suspended.