

### SCHOOL ADMISSIONS

The district shall provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the district. Eligibility of homeless children to attend school shall be determined in accordance with federal and state law and regulation; see policy 5151 for guidance.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school. A non-veteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Enrollment forms and instructions for K-12 registration shall be posted on the District's website and available at the District's Main Office, 25 East Avenue, Troy, NY 12180.

Upon registration, all new students shall be enrolled and begin attendance the next school day or as soon as practicable. Students or their parents/guardians/persons in parental relation are required to present within three business days:

1. Documentation of age: a birth certificate (original or certified transcript, including a foreign birth certificate) or baptismal record is sufficient; if provided, no other form of evidence may be requested. If neither of these is available, a passport (including a foreign passport) may be used. If a passport is not available, the district may consider other evidence, which has been in existence for at least two years, such as: an official driver's license, government-issued identification, school photo I.D. with date of birth, consulate identification card, hospital or health records, military dependent I.D. card, documents issued by government agencies, court-issued documents, Native American tribal documents, or records from non-profit international aid agencies or voluntary agencies; or other documents such as an entry in a family bible, an adoption record, or previously verified school records; immunizations) and a health certificate from a licensed physician, physician assistant, or nurse practitioner; and
2. Documentation of district residency (2 forms are required): examples of acceptable forms of documentation include, but are not limited to,
3. Record of immunizations (see 5420-R for more on mortgage/deed or lease documents to a house/condominium/apartment, a statement by the parent/guardian's landlord, property owner or co-tenant, or a statement by a third party relating to physical presence in the district, a pay stub, income tax form, telephone or utility bills or other bills, membership documents based upon residency, official driver's license, learner's permit, or non-driver identification, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document, or a state- or other government-issued ID, documents issued by

federal, state, or local agencies, or judicial custody orders or guardianship papers showing residency. The district requires two (2) forms of residency documentation sufficient to establish both physical presence in the district and intent to remain.

The district shall not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent, or the person in parental relation, in any forms, meetings or other communication, at the time of and/or as a condition of enrollment.

The district shall review all submitted documentation, and make a determination of a student's eligibility to attend district school as soon as possible, but within three business days of initial enrollment, or four days if the documentation is presented on the third day. The district may verify documentation of age from a foreign country, but will not delay enrollment during verification.

At any time during the school year, notwithstanding any prior determination to the contrary, the district may make a determination that a student is not eligible to attend the district's schools, subject to the procedures outlined in the regulations of the Commissioner of Education. Any decision by a school official, other than the Board or its designee, that a child is not entitled to attend the district shall include notification of the procedures to obtain review of the decision within the school district. Prior to making a determination of entitlement to attend the district, the Board or its designee shall afford the child's parent, the person in parental relation to the child or the child, as appropriate, the opportunity to submit information concerning the child's right to attend school in the district. If it is determined that a student does not reside in the district, the Board, or its designee, within two (2) business days, will issue a written notification to the person in parental relation confirming the basis for this determination and the date the student is to be excluded from the District. The written notification will also explain the right to appeal the decision to the New York State Commissioner of Education within thirty (30) days and advise where and how the instructions, forms and procedures for an appeal, including translated instruction forms and procedures, can be found.

The district shall post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the district website, and shall provide such materials to all parents/guardians/children who request enrollment in the district.

### Custody

In order for the district to confirm custody of a student who presents for enrollment, a person in parental relation may be required to submit either:

1. a written affidavit indicating that s/he is the parent with whom the child lawfully resides;

2. a written affidavit indicating that s/he is the person in a parental relation to the child, over whom s/he has total and permanent custody and control and describing how s/he obtained total and permanent custody and whether it is through a guardianship or otherwise; or
3. judicial custody orders or guardianship papers.

The district will also accept other proof of custody such as documentation which indicates that the child has been placed by a federal agency with a sponsor.

### Limited English Proficiency

If the parent/guardian of a student seeking to enroll has limited English proficiency, the district will meaningfully communicate material information about enrollment as required by federal law. The district will also provide parents/guardians of all newly enrolled students with appropriate information, including student handbooks, and information about access to special education services.

Cross-ref: 5151, Homeless Children  
5420, Student Health Services

Ref: Education Law §§903; 904; 3202; 3208; 4402(8)  
Public Health Law §2164  
8 NYCRR §100.2(y)  
*Student Registration Guidance*, New York State Department of Education, August 26, 2010, [www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf](http://www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf)  
*Educational Services for Recently Arrived Unaccompanied Children*, New York State Education Department, September 10, 2014  
*Information on the Rights of All Children to Enroll in School*, U.S. Departments of Education and Justice, Revised May 8, 2014,  
<https://www2.ed.gov/about/offices/list/ocr/docs/qa-201405.pdf>

*Fact Sheet I and II: Information on the Rights of All Children to Enroll in School*, U.S. Departments of Education and Justice, May 2014,  
<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf>  
*Plyler v. Doe*, 457 US 202 (1982)

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