

STUDENTS

**Student Enrollment and Homeless/Immigration Status**

**IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

**HOMELESS STUDENTS AND UNACCOMPANIED YOUTH**

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

**GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
  - Passport
  - Military identification or immigration card
  - Baptismal certificate
  - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
  - Any religious record authorized by a religious official
  - Recording of the student's name and birth in a family Bible or other religious text
  - Notarized statement from the parents or another relative or guardian as to the date of the student's birth
  - Prior school record indicating the date of the student's birth
  - Driver's license or learner's permit

**Student Enrollment and Homeless/Immigration Status****GUIDELINES FOR ENROLLMENT (CONTINUED)**

- Adoption record
  - Affidavit of identity and age
  - Any government document or court record reflecting the date of the student's birth
  - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
  4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
  5. The District homeless student liaison shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence and immediately place the student in appropriate programs.
  6. To the extent possible, the District homeless student liaison shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the liaison should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

**CHILDREN IN FOSTER CARE**

The foster care liaison may also be the homeless education liaison. The foster care liaison's responsibilities shall be to ensure that:

1. The child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
2. If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
3. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.

**Student Enrollment and Homeless/Immigration Status****FOREIGN EXCHANGE STUDENTS**

For the enrollment of foreign exchange students, the District will:

- A foreign exchange student living with a host family residing within the District boundaries may be admitted as a resident student. A foreign exchange student living with a host family residing outside the District boundaries will not be admitted. If the student is admitted to the district, he/she must attend the high school that falls within the attendance zone in which the host family resides.
- As stipulated in 22 CFR 6.225, prior to the foreign exchange student's entry into the United States, the sponsor shall secure written authorization from the Superintendent/designee for the student's enrollment in a District school.
- Approval by the Superintendent/designee is contingent upon programs/courses requested and enrollment limits.
- The foreign exchange student must document successful completion of at least two (2) years of English in school or equivalent experience demonstrating functional skills in the English language.
- Foreign exchange students must provide a secondary transcript (in English) upon enrollment at the high school.
- On the day of enrollment, each foreign exchange student must submit all medical records (TB skin test, if needed, up-to-date immunization certificate, and a Kentucky Preventative Health Care Examination form) required of all students enrolling in the District for the first time.
- The sponsoring agency of the foreign exchange student is responsible for providing the District with all documentation required by the Immigration Naturalization Service (INS) for entering into and residing in the United States.

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