

## PUPIL ENROLLMENT AND REGISTRATION - ADMINISTRATIVE REGULATIONS

### I Admission

- A. Minimum Age Kindergarten (EC 48000)
1. A child is eligible for admission to Kindergarten during the first school month if the child will have his or her fifth birthday on or before December 2 of that school year.
- B. Evidence of Age (EC 48002)
1. Proof
    - a. The parent or guardian of a child shall, prior to the admission of the child to the Kindergarten or first grade, present proof to the school registrar that the child is of the minimum age fixed by law for admission thereto. The evidence may be in the form of:
      - (1) A certified copy of a birth record or a statement of the local registrar or a county recorder certifying the date of birth
      - (2) A baptism certificate duly attested
      - (3) A passport
      - (4) Or, when none of the foregoing is obtainable, an affidavit by the parent, guardian, or custodian of the minor, or any other appropriate means of proving the age of the child.
- C. Minimum Age First Grade
1. Admission - Dates (EC 48010) A child shall be admitted to the first grade of an elementary school if the child will have his or her sixth birthday on or before December 2 of that school year.
  2. Variations (EC 48011)
    - a. A child who, consistent with Section IA above, has been admitted to a Kindergarten maintained by a private or a public school in California or any other state, and who has completed one school year therein shall be admitted to the first grade unless the parent or guardian of the child and the school district agree that the child may continue in Kindergarten for not more than one additional school year.
    - b. A child who has been lawfully admitted to a public school Kindergarten or a private school Kindergarten in California and who is judged by the staff of the school (in accordance with the rules and regulations stated in Board Policy 5124 - Promotion and Retention of Pupils) to be ready for first grade work may be admitted to the first grade at the discretion of the school, and with the consent of the child's parent or guardian, if the child is at least five years of age.

- D. A child who has been legally enrolled in the public schools or another district within or out of the state, may be admitted to a school and placed in the same grade of enrollment as in the district of former attendance, at the discretion of the school administration of the district entered.

## II. Registration

- A. Registration refers to the completion of all documents and materials, including proof of current district residence, are required for full acceptance of the student into the Pleasanton Unified School District.
- B. Pupils entering Kindergarten are encouraged to register each spring at the Kindergarten Roundup prior to the beginning of a new school year. Families, who have older elementary school children, may register them at the same time.
- C. After Kindergarten Roundup, all students, grades K-12, may register at their resident school. During the summer vacation, parents may register students at Pupil Services. (Note: Village High School is an exception.)
- D. District residence refers to the requirement that all students, unless approved on an interdistrict transfer agreement, must be current residents currently living within the geographical boundaries of the Pleasanton Unified School District. A residence is the student and guardian's place of domicile during the course of attending school.
  - 1. There can only be one residence; a residence cannot be lost until another is gained; the residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of such unmarried minor child (per Government Code 422).
  - 2. Ownership of real property within the district does not in and of itself constitute residency. Occasional visitation and overnight stays do not constitute residency.
  - 3. Falsification of the proof of residence requirement will jeopardize registration priority in the district and/or enrollment priority in a school of choice. The district routinely checks addresses to verify the residency requirement; this may include a home visitation.
  - 4. It is the responsibility of the parent/guardian to immediately inform the school district of any change in residence. A change of residence outside the Pleasanton Unified School District may cause a student to enroll in a school out of the district.
  - 5. If at any time the legitimacy of a district residency is questionable, it is the responsibility of the resident to provide additional evidence to confirm residency. Pupil Services determines the completeness and adequacy of the evidence.

6. If a pupil is not living with his/her parent or if both the pupil and the parent are living in a home where the parent's name does not appear on the proof of residence, both the parent and the caregiver with whom the pupil resides must sign a Caregiver Affidavit form. The caregiver must submit proof of residence with the affidavit.
  7. For pupils continuing on an Affidavit of Residence, the parent/guardian must provide proof of residency as determined by the district along with a renewed Affidavit of Residence form for each subsequent year.
  8. Pupils not living in the district at the time of registration must have an inter-district transfer approved by both their resident district and the Pleasanton Unified School District before registration is completed and before the student will be allowed to attend school. (See Policy 5192 Inter-district Attendance)
- E. Proof of Residency (EC 48204) refers to the acceptance of required documentation needed to verify current district residency for pupil registration. Pupil Services will make the final determination as to the completeness and authenticity of the residency proof (includes Kindergarten Roundup registration).
1. School district residents (see II D 1-8) must provide a current utility bill (such as PG&E, telephone, water, garbage, or cable TV), close of escrow papers, or recently signed rental/lease agreement (with name, address and telephone number of lessor).
  2. If registration pre-dates the start of school attendance by more than a month, a second utility bill may be requested after the first month of student attendance.
- F. Other documents and information may be required at the time of registration, which include but not limited to:
1. Birth certificate (Kindergarten and First Grade only)
  2. Documented proof of immunizations (required for all entering Kindergarten students and pupils entering from outside California)
  3. Complete health examination (children may have had the examination as early as 6 months before entering Kindergarten and up to 90 days after entering first grade).
- G. All registration forms/materials are to be filled out completely, signed and dated before registration is considered complete and the student is permitted to attend school.
- H. When accepting a new registration, school officials may elect to delay the pupil's entry until all paperwork is complete, and appropriate class schedule, teacher, or placement can be determined.

- I. Parents will be informed in writing that registration at the school of residence does not guarantee enrollment at that school. Each school office will also post a notice of the aforementioned.

### **III Enrollment of Pupils**

- A. Enrollment refers to the placement of a registered Pleasanton Unified School District pupil on the rolls of a district school. Each school will also provide its own process that must be completed before a student attends class.
- B. The Superintendent, or designee, is directed to annually review enrollment capacity at all school sites to determine space availability for purposes of enrollment, open enrollment and interdistrict transfer requests. Available space is determined by the program capacity, staffing entitlement, racial/ethnic balance, and facilities.
- C. The Senior Director of Pupil Services will annually establish an enrollment cut-off date for the purpose of determining district enrollment priorities. Enrollment of new students at specific schools will be based on the following descending order of priorities:
  1. Pupils overflowed from their resident school to another school in the district and who want to return to their school of residence. Priority is determined by their enrollment date.
  2. New pupils registered and residing in the school's attendance area as of the enrollment cut-off date. Priority is determined by their move-in date to Pleasanton verified by close of escrow papers and first utility bill. This information is kept in the school office.
  3. Pupils and siblings permitted to attend Pleasanton schools as a result of unification in 1988, and concurrent enrollment of siblings and pupils grandfathered due to the elementary school boundary changes of 1996-97 and 1999-2000. Priority is determined by their move-in date to Pleasanton verified by close of escrow papers and first utility bill
  4. Open enrollment pupils who have applied during the open enrollment period.
  5. Resident pupils new to the school attendance area who register after the cut-off date, based on:
    - a. enrollment date into the Pleasanton Unified School District
    - b. their move-in date verified by close of escrow papers and first utility bill
  6. Any other new open enrollment applications.

7. Pupils already enrolled in the district with an approved inter-district transfer providing they continue to meet transfer student criteria.
  8. New Inter-district transfer requests, if permitted.
- D. Should the need arise to make an exception to these priorities, the Senior Director of Pupil Services, or designee, and the principal will review the case to determine whether cause exists to make a change.
  - E. Placement of an elementary grade pupil in a specific classroom is the decision of the school administration in order to provide balanced classes of size, gender, program needs, and pupils with special needs. A request for a specific teacher will not be accepted. Pupil class assignment will be at the school site prior to the opening of the school year.
  - F. By action of the Board of Trustees (1/24/95) the Discovery Program has been designated a six-year program, which grants a pupil the right to complete the program once the pupil has been accepted into the program.
  - G. If attendance area boundaries need to be adjusted, the Assistant Superintendent for Educational Services will establish procedures to assure an equitable redistribution of pupil enrollment.

#### **IV. Procedure for Change of Residence during the School Year**

- A. Families who change residence within the Pleasanton Unified School District during the school year must show proof of residence for the new address.
- B. If the change of residence is not within the pupil's current school boundary, the pupil has three options:
  1. The pupil may remain at the school of attendance for the balance of that school year, if space is available, by completing an Interim Open Enrollment form.
  2. The pupil may remain at the school of attendance through 5th grade, 8th grade, or 12th grade as a continuing student.
  3. The pupil may immediately enroll in the school designated for his/her new address if space is available. If space is not available, the pupil may remain at the school of attendance until space becomes available at their resident school.
- C. Families who change residence to a location outside the boundaries of the Pleasanton Unified School District during the school year lose registration status and enrollment within the district's schools.

1. If parents wish their child to remain with the district, they may apply for an inter-district transfer
2. Such transfers may be approved or denied for a variety of reasons including availability of space. (See Policy 5192 for Inter-district Transfers.)
3. For each succeeding year, the pupil must apply for an inter-district transfer. The transfer would be considered in priority (see III C. #7 – Enrollment of Pupils). Placement of interdistrict transfer students is based on space and program availability and could change from year to year.
4. New pupils moving into Pleasanton Unified School District may be temporarily overflowed outside their attendance area due to prior approval of inter-district transfers.

## V. Overflow

- A. Registration/enrollment is a continuous process throughout the school year. When all classes at a given grade level within an elementary school or middle school reach class maximums (as set by the PUSD), or the school reaches maximum capacity, pupils shall be overflowed to a school where space is available.
- B. New pupils moving into the Pleasanton Unified School District may be temporarily overflowed outside their attendance area due to prior approval of inter-district transfers and/or open enrollments.
- C. Parents of child who is overflowed to a school where space is available will be notified by their resident school where their child is on the waiting list to return to their resident school.
- D. When space does become available at their resident school parents have three options:
  1. The pupil may remain at the school of attendance for the balance of that school year by completing an Interim Open Enrollment form.
  2. The pupil may remain at the school of attendance through 5th grade, 8th grade, or 12th grade as a continuing student.
  3. The pupil may immediately enroll in the school designated for his/her resident address.
- E. Should pupils need to be moved out of a school after the school year begins because of class size maximums, school officials shall first seek pupil transfers on a voluntary basis. Once this has been accomplished, and the need still exists, school officials shall select students to move using the following priorities on a last-in, first-out basis:

1. Interdistrict Transfer Students based on enrollment date
2. Open Enrollment and Continuing Students based on enrollment date
3. Grandfathered Students based on enrollment date
4. Residents based on enrollment date

## **VI. Open Enrollment Guidelines**

An approved open enrollment allows pupils to attend schools within the district but outside the pupil's attendance area. To assure the district's ability to properly plan for school size, program needs and ethnic balance, the following guidelines shall apply:

- A. Each year there shall be a districtwide open enrollment window for Pleasanton Unified School District residents to request a school for the following school year.
- B. A list of schools and/or grade levels eligible for open enrollment will be identified annually.
- C. Enrollment priorities will determine the order in which pupils are assigned to schools. (See III C. #1-8 - Enrollment of Pupils) In case of ties within these priorities, a lottery will determine the order in which pupils will be admitted to those schools and/or grade levels that have more applicants than space available. The lottery will also establish waiting lists indicating the order in which pupils will be admitted as openings occur.
- D. Due to projected growth within that attendance area, and in order to provide space for new residents in a school's attendance area, the Senior Director of Pupil Services has discretion to deny open enrollment applications equal to the number of teachers at each grade level within a school.
- E. Special education pupils enrolled in Special Day Classes (SDC) will be assigned to a school at the Individualized Education Program (IEP) meeting.
- F. Resource Specialist Program (RSP) pupils may participate in open enrollment based on space availability in the Resource Specialist Program at the specific school of choice.
- G. Pupils requiring other special programs or classes will only be admitted to those schools offering such programs, on a space available basis.
- H. No pupil who resides in a school's attendance area at the time open enrollment applications are approved shall be displaced by pupils transferring from outside the attendance area. Resident pupils who move to the district after open enrollment applications have been approved may be overflowed to a school outside their attendance area.
- I. Open enrollment does not guarantee athletic eligibility at the high school level as per regulations of the California Interscholastic Federation.

- J. Parents are responsible for providing transportation to and from school.
- K. Open enrollment and “continuing” pupils who wish to return to their school of residence must re-apply through the open enrollment process and shall have first priority rights after all new resident pupils have been placed.
- L. All currently enrolled pupils who submit open enrollment applications to Pupil Services during the district-wide open enrollment window shall be eligible for admission to the requested school beginning with the following school year if space is available. Incoming Kindergarten pupils may submit requests during the annual Kindergarten Round-Up.
- M. The Superintendent or designee shall annually establish a date to notify open enrollment applicants by mail as to whether their applications have been approved, denied, and/or placed on a waiting list. There is no appeal process to open enrollment decisions.
- N. Open enrollment applications received after the open enrollment window (or after Kindergarten Round-Up for incoming Kindergarten pupils) and before the following school year begins, shall be reviewed after all pupils who applied during the open enrollment window have been approved and all new residents have been assigned schools.
- O. All late applications will be reviewed after the first week of the school year.
- P. After the school year begins:
  - 1. Grades K-5: Overflow pupils have priority to return to the resident school before new open enrollment applications are approved for that grade level. Due to projected growth within that attendance area, and in order to provide space for new residents in a school’s attendance area, the principal has discretion to deny open enrollment applications equal to the number of teachers at each grade level.
  - 2. Grades 6-12: Open enrollment applications shall be approved only during the first ten days of each semester unless both principals and Pupil Services staff agree to a change of schools due to unusual circumstances.
- R. All open enrollments are valid through the K-5, 6-8, and 9-12 grade levels. Once accepted, open enrollment pupils will be allowed to stay at a school until completion of the program, unless the pupil is expelled for behavior reasons, involuntarily transferred for other disciplinary reasons, placed at another school by way of an IEP (Individual Education Plan) team’s decision, or, as explained in V., E. “pupils need to be moved out of a school after the school year begins because of class size reduction maximums,” or the pupil is accepted to another school in the district through the open enrollment process.

## **VII. Enrollment of Homeless Families (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)**

- A. The term "homeless pupils" means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and includes:
1. Pupils who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  2. Pupils who have 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
  3. Pupils who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Migratory pupils (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (d).
- B. Homeless families located within the Pleasanton Unified School District:
1. Will be advised of their options for school enrollment according to the pupil's best interest. The choice regarding placement shall be made regardless of whether the pupil lives with the homeless parents or has been temporarily placed elsewhere. These include:
    - a. continue the pupil's education in the school of origin (the term "school of origin" means the school that the pupil attended when permanently housed or the school in which the pupil was last enrolled).
    - b. continue the pupil's education in the school of origin for the remainder of the academic year, if the pupil becomes permanently housed during an academic year
    - c. enroll the pupil in the school that non-homeless students who live in the attendance area in which the pupil is actually living are eligible to attend.
  2. Will be immediately enrolled in school even if the pupil is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. If the pupil needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local

educational agency liaison who shall assist in obtaining necessary immunizations, or immunization or medical records

3. Will be promptly provided necessary services
- B. The Pleasanton Unified School District shall:
1. To the extent feasible, keep a homeless pupil in the school of origin, except when doing so is contrary to the wishes of the pupil's parent or guardian;
  2. Provide a written explanation, including a statement regarding the right to appeal to the homeless pupil's parent or guardian, if the pupil is sent to a school other than the school of origin or a school requested by the parent or guardian; and
  3. In the case of an unaccompanied youth, ensure that the homeless liaison:
    - a. assists in placement or enrollment decisions under this regulation,
    - b. considers the views of such unaccompanied youth, and
    - c. provides notice to such pupil of the right to appeal.
- C. The enrolling school shall immediately contact the school last attended by the pupil to obtain relevant academic and other records. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when a pupil enters a new school or school district.
- D. If a dispute arises over school selection or enrollment in a school:
1. The pupil shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
  2. The parent or guardian of the pupil shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or pupil to appeal the decision;
  3. The pupil, parent, or guardian shall be referred to the homeless liaison who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
  4. In the case of an unaccompanied pupil, the homeless liaison shall ensure that the pupil is immediately enrolled in school pending resolution of the dispute.
- E. Nothing in this regulation shall prohibit the district from requiring a parent or guardian of a homeless pupil to submit contact information.

- F. Each homeless pupil to be assisted under this regulation shall be provided services comparable to services offered to other pupils in the school including the following:
1. Transportation services
  2. Educational services for which the pupil meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for pupils with disabilities, and educational programs for pupils with limited English proficiency
  3. Programs in vocational and technical education
  4. Programs for gifted and talented pupils
  5. School nutrition programs

Cross Reference: Policy 5191 - School Attendance Areas  
Policy 5150 - Pupil Behavior  
Policy 5192 - Inter-district Attendance

Legal Reference: EC 35160.5, 48000, 48002, 48010, 48011, 48204, 48980, C.C.R. Title 5, Section 200  
McKinney-Vento Homeless Education Assistance Improvements Act of 2001.  
SEC. 1032. EDUCATION FOR HOMELESS CHILDREN AND YOUTHS.  
Government Code 422

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DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA