

ENROLLMENT AND WITHDRAWAL POLICY (5.1)

WHAT ELSE IS NEW FOR 2007-2008?

- Pending School Board approval and adoption, the policy has been strengthened to give a stronger message to parents that submission of fraudulent information, including a drivers' license, can result in prosecution, loss of homestead exemption for the alleged lessor or parent providing false information, and/or fines.
- The proposed policy also changes some of the requirements for acceptable documentation to show bonafide residence and adds language that only the parent who registered the child (i.e., signed the registration form) may withdraw the child.
- There will be posters printed and provided to every school, for use in the registration area, alerting parents of these consequences for providing fraudulent information.
- The Student Registration/Enrollment form and the Statement of Bonafide Residence are being revised to align with the anticipated policy changes.
- The Procedural Manual for this policy will be posted with the policy on adoption.

WHAT YOU NEED TO DO?

- Be sure your registrars and other staff who deal with new enrollees know the new policy and use the revised forms once the policy changes are adopted by the School Board.
- Post the poster when it is delivered to your school in a conspicuous space where it will be seen when parents come in to register the student.
- Be vigilant about checking on students who are flagged as having 30 days to provide documentation and follow up with your school social worker if a family needs help.
- If you find a student is in your school under false pretenses (i.e., after investigating you find that the documentation presented is fraudulent), immediately notify the parent and student that they are being withdrawn and must be registered at the correct school. Notify the correct school of the incoming student, if possible. Follow up on prosecution, if appropriate.

WHAT WILL HAPPEN IF YOU DON'T?

- You may have students attending your school based on fraudulent information.
- Students will start school in the wrong place and lose valuable instructional time if they have to move to the correct school.

WHO NEEDS TO KNOW?

- Assistant Principals, Registrars, DPCs, guidance, parents and students.

HOW WILL YOU COMMUNICATE FOLLOW-UP?

- Data will be collected from schools and information provided on fraudulent registration to the Executive Leadership Team.

CONTACT

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