

ENROLLMENT AND ASSIGNMENT OF STUDENTS

I. Age Requirement for Entering Head Start, Kindergarten, and Primary First Year Students

A. Statutory Requirements

- 1. Kansas law establishes the minimum school entrance age for primary first-year and kindergarten students as follows:**
 - a. Any child who will attain the age of six years on or before August 31 of any school year is eligible to attend the elementary grades in the school in which the child resides;**
 - b. Any child is eligible to attend first grade in this state regardless of age if they meet one of the following:**
 - i. Has completed a kindergarten course entered and attended in this state, or**
 - ii. As a resident in another state and while residing in such other state, had entered and was in attendance in first grade in such state or who had completed in such state a kindergarten course maintained by a public school or by an accredited private, denominational, or parochial school;**
 - c. Any child who resides in the district who will attain the age of five years on or before August 31 of any school year shall be eligible to enter kindergarten;**
 - d. Any child who was a resident in another state and while residing in such other state had entered and was in attendance in kindergarten in such state shall be eligible to attend kindergarten in this state regardless of age.**
- 2. As required by law, any student enrolling in USD 501 for the first time shall be required to present the appropriate “proof of identity” to the demographics specialist or the designated school records manager of the receiving USD 501 school or instructional facility. Subject to the provisions of I.B.1. of this policy, new enrollees in preschool, Head Start, kindergarten, or first grade must present (1) a certified copy of the child's birth certificate or (2) a certified copy of the court order placing the child in the custody of the Secretary for Children and Families. In the case of a child enrolling in grades two through twelve, a certified transcript from the previous school attended must be presented; and if the child is from a school district outside the state of Kansas, a certified birth certificate may be required. Proof of identity shall be presented within thirty days from the date of enrollment. If the proof of identity is not received within the allotted time period, the designated records manager of the receiving school shall immediately give written notice thereof to the Topeka Police Department--Juvenile Division. The appropriate proof of identity documents shall be placed in and remain a part of the student's cumulative record folder.**

3. As required by law, any student enrolling in USD 501 for the first time shall present an immunization certificate, subject to certain statutory exceptions (see Policy No. 8300, Physical Examinations and Immunizations).

B. District Requirements

1. A certified birth certificate is required for new enrollees as evidence of age upon entering preschool, Head Start, kindergarten, or first grade. This requirement will be waived for students coming from countries other than the United States if it would effectively deny the student access to education. The Director of Demographics, in consultation with the superintendent and in compliance with federal guidance from the United States Department of Education, shall determine the documentation necessary to establish proof of identity, age and residency in this circumstance.
2. Head Start enrollees must be three (3) or four (4) years old on or before August 31 of the project year. Enrollees must meet the Head Start performance standard requirements for enrollment and will be accepted on a space available basis.

C. Other Requirements

1. Pursuant to guidelines adopted by the Kansas State Board of Education Quality Standards for Early Childhood Education, participants in at-risk preschool programs must be four years of age on or before August 31 of the school year in which they are enrolled.

II. Residence Requirements for Attendance in District Schools

A. Statutory Requirements

1. Kansas law establishes criteria for eligibility to attend schools in this district. This statute provides:
 - a. Any child who has attained the age of eligibility for school attendance may attend school in the district in which the child lives if:
 - i. the child lives with a resident of the district and the resident is the parent or a person acting as parent of the child;
 - ii. the child lives in the district as a result of placement therein by a district court or by the Secretary for Children and Families; or
 - iii. the child is a homeless child.
 - b. As used in this section,
 - i. “parent” includes stepparent(s) and foster parent(s);

- ii. “person acting as a parent” means a legal guardian or a person other than a parent who is liable by law to maintain, care for or support the child, or who has actual care and control of the child and is contributing the major portion of the cost of support of the child, or who has actual care and control of the child with the written consent of a person who has legal custody of the child, or who has been granted legal custody of the child by a court; and
 - iii. “homeless child” means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
2. Any student who is eighteen (18) years of age or older may establish his or her own legal residence within the district pursuant to law.

III. Enrollment of New Resident Students

- A. A student who enrolls into a school operated by this district from an elementary or secondary school, including a private or parochial school, which is accredited by the Kansas State Board of Education or the comparable governmental agency in another state will be admitted, given credits, and placed at the appropriate grade level as indicated by the records forwarded from the school previously attended.
- B. A student who enrolls into a school operated by this district from home school or an elementary or secondary school which is not accredited by the Kansas State Board of Education or the comparable governmental agency in another state will upon admission be placed at the appropriate grade level and be given course credits as determined by a committee appointed by the superintendent or the superintendent’s designee. The committee will examine and consider the academic records of the student, instruction previously received, the accreditation status of the school(s) previously attended, the certification of staff of school previously attended, and any other information deemed relevant by the committee in determining appropriate grade level placement and award of credits. The principal of the receiving school shall have the right to administer standardized or locally prepared proficiency tests to such student to aid the committee in determining the appropriate placement of the student and award of credits. Students whose native language is not English will be evaluated by district personnel to determine language skills and appropriate placement.

IV. Student Assignment to Schools within the District

- A. In order to make the optimum use of district school facilities, designated attendance

areas for all schools shall be established by the Board of Education. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education. A minor student shall be deemed to reside where their parent or the person acting as a parent resides . A student who lives in the district as a result of placement by a district court or the Secretary for Children and Families shall be deemed to reside at the location where so placed.

B. Topeka Public Schools reserves the right to assign students, including students in alternative programs, to participate in extracurricular educational experiences or to attend classes in locations other than the student's school assigned by residence. Such assignment shall be directed by the principal of the student's school assigned by residence (or approved transfer school) with approval of the superintendent or the superintendent's designee.

C. Unless otherwise authorized by the superintendent or the superintendent's designee, students may be assigned to attend a school other than the school assigned by residence if class sizes at the school in the home attendance area at the student's grade level have reached capacity enrollment. If enrollment in the school assigned by residence is denied, transportation to the school where the student is assigned will be provided.

V. Change of Residence within the District

If the person who establishes a student's eligibility for attendance in this district moves into the attendance area of another school within this school district during the regular school year, the student may remain enrolled until the end of the regular school year in the school in which the student was enrolled immediately prior to the move. Unless the student qualifies for transportation under the provisions of Regulation 8025-02 or the provisions of section IV.C. of this policy, transportation to the prior school will not be provided.

VI. Student Enrollment Transfers within the District

A. If the person determining eligibility of a student for school attendance in this district desires that the student attend a school other than the school assigned by residence of such person, a written application for transfer of enrollment to another school shall be submitted to the superintendent of schools or the superintendent's designee. All applications for transfer of enrollment will be reviewed and either approved or denied by the superintendent of schools or the superintendent's designee. Except as provided in paragraph VI E. or Section VIII of this policy, upon approval, the student transfer will remain in effect until the student completes the highest grade at the assigned school, or a new transfer is approved.

B. Except when extended by the superintendent, applications for transfer or for admission to a magnet school or any school that is not the school of residence must be submitted after January 1 and no later than March 31 for fall admission in the next school year. Applications for transfer of enrollment at times other than the designated period are discouraged.

C. An application for transfer will be approved only for (a) a majority race student who

- requests transfer of enrollment to a school which has a higher minority race percentage than his/her home attendance area school or (b) a minority race student who requests transfer of enrollment to a school which has a lower minority race percentage than his/her home attendance area school. Minority race percentages for each school in the district will be established on September 20, or the day closest to September 20, of each school year, and such percentages will be used to evaluate proposed transfers of enrollment until new percentages are established for the next school year.
- D. All applications for transfer of enrollment shall be considered on a "first come, first-served" basis. Each application for transfer of enrollment shall be evaluated for its effect upon both the school assigned by residence and the proposed receiving school, considering the following factors in addition to those stated elsewhere in Board of Education policies:**
- 1. Class sizes of the sending and proposed receiving schools;**
 - 2. The estimated instructional capacity (E IC) of the sending and proposed receiving school;**
 - 3. School closure;**
 - 4. Location of special programs;**
 - 5. Diversity at the sending and proposed receiving schools;**
 - 6. Historical cohort groups.**
- E. The applicant shall be notified in writing of the approval, denial or cancellation of the application for transfer of enrollment.**
- F. In special circumstances, at the written request of the student's parents or guardian, a review committee composed of the superintendent of schools and appointed administrators of the district may assign a student to a school other than the school he or she would be eligible to attend under Board of Education policies.**
- G. Unless the student qualifies for transportation under Regulation 8025-02, if an application for transfer of enrollment is approved, the parent or person acting as parent shall have full responsibility for the transportation of the student to the receiving school.**
- H. Secondary school students who have been approved for voluntary transfer of enrollment shall be permitted to participate in interscholastic activities in accordance with regulations of the Kansas State High School Activities Association.**
- VII. Nonresident Student Enrollment (does not apply to Magnet Schools)**
- A. Whenever a student no longer meets the residency requirements under K.S.A. 72-1046, but desires to maintain the student's current enrollment in the district, the district may**

require that a tuition application be submitted pursuant to subsection B below. However, if the change in residence occurs after the first day of any school year, the student may continue to attend that school for the remainder of the school year without payment of tuition, if continued attendance is approved by the superintendent or the superintendent's designee after receiving written notification of the change of residence prior to the change.

The student may reapply for admission as a nonresident student on a yearly basis.

- B. Tuition fees shall be established for each school year by the superintendent of schools or the superintendent's designee. If a student is not eligible to attend school in this district pursuant to K.S.A. 72-1046, the person having legal custody of the student may apply for admission of the student on a tuition or tuition-waived basis pursuant to K.S.A. 72- 1046a. Such application shall be approved or denied by the superintendent of schools, or the superintendent's designee. If approved, the superintendent of schools, or the superintendent's designee, shall determine the school the student will attend. All majority nonresident students will be assigned to a school with a percentage of minority students greater than the district wide percentage of minority students, and all minority nonresident students will be assigned to a school with a percentage of minority students less than the district wide percentage of minority students. The admission of a student to schools of the district on a tuition or a tuition-waived basis may be terminated at any time by the Board of Education.**
- C. The Governor and legislators of the state of Kansas may enroll their children in any school within the district.**
- D. All out-of-district requests for transfer shall be submitted to the Demographics department. The initial consideration for any nonresident student enrollment application will include the following:**
- 1. Instructional capacity of the proposed receiving school;**
 - 2. The class size(s) of the receiving school;**
 - 3. The availability of staff appropriately certified to teach the student seeking transfer;**
 - 4. Minimum attendance rate of at least 80 percent in the originating school district;**
 - 5. Grade point average of at least 2.0 in the originating school district; and**
 - 6. Few, if any, behavioral incidents at the originating school district. Behavioral incidents will be evaluated on a case-by-case basis by Topeka Public Schools administration.**

For transfer requests for exceptional children, Demographics shall consult with Special Education administration in determining if adequate resources are available. A student must be identified as an exceptional child in the originating

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district in order to receive special education services upon enrollment in Topeka Public Schools.

- E. Eligibility for extracurricular activities of nonresident students will be determined by applicable Kansas State High School Activities Association rules.**
- F. Pursuant to K.S.A. 72-8907, USD 501 reserves the right to refuse to enroll any student, regardless of residency, who is currently suspended or expelled from any school by any school district.**

VIII. Revocation and Reapplication

- A. Notwithstanding paragraph VI A. of this policy, if a major shift in student population causes overcrowding at a school or schools, the District reserves the right to cancel previously approved transfers except students who will be entering the highest grade (fourth, seventh and eleventh grade students who will be entering the fifth, eighth or twelfth grade) will be permitted to continue enrollment in the school attended during the preceding year. The District will provide a minimum of 90-days' notice if previously approved transfers will be rescinded due to population shifts.**
- B. The superintendent or the superintendent's designee may cancel a previously approved transfer for reasons set forth in Regulation 8025-01.**
- C. The District reserves the right to require any student who has been granted a transfer to a school other than the school in his or her home attendance area to reapply for admission on a yearly basis.**