

**ADMITTANCE/ENROLLMENT REQUIREMENTS**

**5.10**

- I Any student who initially enrolls in the Henry County School System will complete an enrollment form. Enrollment documents may include:
  - A. An official birth certificate; optional
  - B. Social Security number; optional (the attendance officer will assign a student number to those students who are unable to provide a social security card/number at the time of registration.);
  - C. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
  - D. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
  - E. Proof of legal guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Henry County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school with the exception of resident students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) is to be informed that prior to admission/readmission to any Henry County school, the disciplinary action assigned must be completed. This includes any suspension, alternative program placement, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Kindergarten and First Grade Enrollment Age Requirements: To be eligible to enroll in kindergarten, a student must be five (5) years of age on or before September 2 of the school year. To be eligible to enroll in first grade, a student must be six (6) years of age on or before September 2 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided.

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### VI. Resident Students

A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Henry County School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Henry County Schools. (for enrollment/admission requirements for non-resident students, see Policy 5.11).

B. Two (2) fixed attendance areas or zones for resident Henry County School students are designated as:

1. The “Abbeville area”, basically north of Sandy Creek; and,
2. The “Headland area”, basically south of Sandy Creek.

C. Exceptions to attendance in the fixed attendance zones will be allowed only by approval of the Superintendent after a formal request for transfer has been submitted and approved. The Superintendent shall be presented with such resident student transfer requests no later than March 20<sup>th</sup> of the school year preceding the opening of the school year for which the student wishes to transfer. Transfer requests of resident students shall be considered prior to any non-resident/out-of-system requests. No student shall be denied a transfer request on the basis of race, gender, religion, ethnic background, or national origin. The following factors shall be considered in the determination of approval or denial of resident student transfer requests:

1. The school’s ability to accommodate the request without causing undue financial hardship on the School System;
2. Availability of space at the requested grade level and the requested school;
3. The student’s record of academic performance (grades, standardized test scores) with preference given to a student with average or above average achievement;
4. The student’s discipline history/record;
5. The parents’/student’s/guardian’s willingness and agreement to abide by school and School System rules and regulations, including those regulating athletic eligibility; and,
6. The parents’/guardians’ willingness and agreement to provide transportation to and from school.

VII. All homeless, foster care, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to

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meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Henry County School System and who are homeless, in foster care, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

- VIII. If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act , or is in foster care, the homeless/foster care student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless/foster care student shall not be denied or delayed due to any reason related to their homelessness/foster care status.
- IX. The options for the placement of homeless/foster care students are (1) continued enrollment in the school attended prior to homelessness/foster care; or, (2) enrollment in any school that non-homeless/foster care students who live in the attendance area where the homeless/foster care student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless/foster care student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless/foster care student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system. If the student moves to another school, the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.
- X. **Resolution of Disputes:** Enrollment of a homeless/foster care student shall not be denied pending resolution of a dispute. Any dispute concerning the Henry County Schools providing a public education to a homeless/foster care individual, who may be eligible or designated as a homeless/foster care student, shall follow the following procedure:
  - A. Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless/Foster Care Liaison

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shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless/Foster Care Liaison in accordance with McKinney-Vento Act/foster care requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless/Foster Care Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent’s designee. In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.

B. The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation. The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education that have not been resolved by the Assistant State Superintendent or other designee. The decision of the State Superintendent shall be final.

**REFERENCE(S):**

**CODE OF ALABAMA**

[16-28-4, 16-30-1 TO -4,](#)

**NO CHILD LEFT BEHIND ACT OF 2001,**

**TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001**

**USDE ESSA Letter: Dec. 5, 2016**

**HISTORY:**

**ADOPTED: JANUARY 16, 1997**

**REVISED: OCTOBER 11, 2007; FEBRUARY 10, 2011; JULY 18, 2013; SEPTEMBER 11, 2014; DECEMBER 15, 2016,  
FEBRUARY 9, 2017**

**FORMERLY: JBC, JB**