

SCHOOL ENROLLMENT REQUIREMENTS

ENROLLMENT AGE--A child who has not reached age six by September 1 of a school year shall not be permitted to enter the public schools of West Virginia in that school year unless either (1) the child attends school as an exceptional child under the provisions of West Virginia Code 18-20-1 (which includes certain preschool programs for students with disabilities); (2) the child is enrolled in a publicly supported preschool program, or (3) the child is enrolled in a publicly supported kindergarten program (which is offered to all children who attain the age of five before September 1 of the year they enter kindergarten.)

Proof of Age/Birth Certificate--Any person enrolling a student for the first time must present a copy of the child's original birth record certified by the State Registrar of Vital Statistics confirming the child's identity, age and the state file number of the original birth record. No other form of birth certificate can be accepted.

If the person enrolling the student is unable to furnish a certified copy of the student's birth record, he or she must submit to the school prior to enrollment, a notarized affidavit that explains the reasons for being unable to furnish a certified birth certificate. Failure to furnish a certified copy requires the principal to immediately notify the local law enforcement agency.

Each parent, guardian, or custodian shall have the responsibility of fully cooperating in the enrollment process. If the student is not living with the legal guardian, then the person the student is living with must be authorized as the student's custodian for school purposes by the legal guardian. The STUDENT CARE AUTHORIZATION form must be completed in this case. This form will be available at the school if requested.

When pupils transfer from another county or state, the principal from the previous school must forward the birth record within fourteen days.

Advanced Entrance into Kindergarten--A child who will be five years of age on or after September 1 and before October 31 of the school year will be permitted advanced entrance if the child demonstrates superior social, emotional, physical and academic maturity for such entrance. Advanced entrance requires a demonstrable ability beyond that expected of those students who

enter under the regular chronological kindergarten entrance age requirement.

A parent who wishes to request such advanced entrance for their child must contact the principal of the school the child will attend by the second week of July to arrange for an evaluation. The evaluation will be comprised of two parts. The first part will be a psychological assessment administered by a certified school psychologist employed by Tyler County Schools. This will be a Cognitive Test in which the student must score at or above the 86<sup>th</sup> percentile, a standard score of 116. The second part will be a developmental assessment, which must indicate a minimum total development profile of six (6) years at the time of the test.

A decision to discontinue the placement may be made by the local school after the first school month. The decision-making body will be the Student Assistance Team in cooperation with the Director of C & I.

TRANSFER STUDENTS--A student transferring from another state or county shall be placed in such grade as the student was enrolled at the school from which he or she transferred.

Prior to admission of a transfer student, the parent or guardian must provide, upon registration, a sworn statement indicating whether the student is, at the time, under suspension or expulsion from attendance at his/her previous school. A copy of the affidavit can be found in the County Administration Procedure Manual

If the student is presently under a suspension or expulsion, he or she may not be admitted to any Tyler County School until the period of suspension or expulsion has expired.

KINDERGARTEN--Before entering the first grade, a child must either complete a public or private, state-approved kindergarten or Montessori Kindergarten, or successfully completed an entrance test of basic readiness skills approved by the county board of education. An entrance test of basic readiness skills shall be administered in lieu of kindergarten attendance only under extraordinary circumstances whereby the Board of Education determines that it would be in the child's best interest.

Children entering the school for the first time must receive a vision, hearing, and speech and language screening. These screenings will be conducted through Tyler County Schools, either through the annual Pre-School Screening Clinics or during the first month of school.

All PreK students are required by Policy 2525, West Virginia's Universal Access to Early Education System, Section 9.20 to have a comprehensive physical. School personnel handling the physical form need to follow both student confidentiality and FERPA guidelines.

According to Policy 2423, public school PreK or kindergarten and students in grades 2, 7, and 12 should have a well child checkup, copy of healthcheck, and oral health exam to present to the school. In addition students in grade 7 should have Tdap and Meningitis vaccine and 12<sup>th</sup> graders Meningitis booster if 12<sup>th</sup> grade student received first Meningitis dose before age 16.

MAXIMUM AGE--Persons over the age of 21 may only enter specific secondary courses authorized and deemed appropriate by the county board of education. This provision does not, however, affect adult education programs for which these persons are charged a fee.

REFERENCES: School Laws of WV 18-20-1; 18-5-18; 18-2-5; 18-8-1a; 16-3-4; 18-5-17; 16-3-4a; 18-5-15; 18-2-5c; 18-5-15f; WV Safe Schools Act, 1995; H.B. 4578, Passed 3-11-00 (16-3-4a); Tyler County Policy: JD - Immunizations and Birth Certificates; Policy 2525, West Virginia's Universal Access to Early Education System, Section 9.20, Policy 2423, Communicable Disease Control

DATE: 9/4/18, 7/16/18, 6/29/15, 4/8/13, 6/21/10, 8/6/07, 12/04/00, 5/18/98