

## STUDENT ADMISSIONS

~~The person enrolling a student (except homeless students) in the school for the first time will be asked to produce one (1) of the following proofs:~~

- ~~• A certified copy of the child's birth certificate.~~
- ~~• Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate.~~
- ~~• A letter from the authorized representative of an agency having custody of the student certifying that the student has been placed in the custody of the agency as prescribed by law.~~

All school-age persons in the state have a right to a free public education and are required to attend public, private or home school, or a state institution, until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. Exceptions for documented hardship cases must be approved by the superintendent.

### Enrollment Requirements for All Children/Youth

Persons seeking to enroll a child or youth in the Gadsden Independent School District for the first time, in grades kindergarten through grade 12, shall be required to produce documentation affirming the following:

- Proof of Age. A “school-age person” is defined as a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent”, and further, “[a] maximum age of twenty-one shall be used for a person who is classified as special education membership or as a resident of a state institution....” Documentation that may be used to establish a child’s age includes:
  - Birth Certificate – original certified copy (may not be copied by the school)
  - A Notarized Affidavit of Review of a Certified New Mexico Birth Certificate (for a copy of the Affidavit please see Board Policy Exhibit JF-EA).
  - Insurance Policy
  - Hospital Admission Record
  - State Census Record
  - Baptismal Certificate or other Religious Record
  - Previous School Record
  - Vaccination Record
  - Passport
  - Valid Driver’s License

- Proof of Residence. Documentation that may be used to verify that the child’s physical residence is within the geographical boundaries of the school district includes:
  - Utility Bill (Electric, Gas, Water, Phone – Cell Phone Bill Not Acceptable)
  - Real Property Rental Agreement or Purchase Agreement
  - Insurance Bill (Automobile, Home, Health)
  - Local Property Tax Statement or Mortgage Documents
  - Current New Mexico Motor Vehicle Registration with Physical Address (P.O. Boxes Not Acceptable)
  - Other Documents from City, County, State, Tribal or Federal Government Organizations (attesting to the parent or guardian’s physical residence)
- Proof of Immunizations. The Public Health Division of the Health and Environment Department (Department of Health) requires that all children enrolling in the district have completed, or commenced, required immunizations unless the child is properly exempted. (Please see Board Policy JLCB, Immunizations of Students, for further information on requirements and exemptions.)

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

#### Enrollment of Special Populations

- Children Age 4 by September 1. Children who have attained their fourth birthday prior to September 1 may enroll and attend a voluntary developmental readiness Pre-kindergarten program (4Y) subject to program screening procedures.
- Children Age 3 - 4 with Disabilities. Young children evaluated and found eligible for preschool special education services under Part B of the IDEA, including children transitioning from Part C of the IDEA, may enroll and begin receiving special education services in an early childhood program (3Y4Y) as early as the first school day after the child turns three.
- School-age Children with Disabilities. Parents or legal guardians of children or youth seeking to enroll in the District who have been previously identified as “a child with a disability” are requested to provide a copy of the child’s most recent Individual Education Plan (IEP) or Section 504 Accommodation Plan, or provide information where such documents can be obtained by the District.
- Children in Custody of a State Agency. For children or youth seeking to enroll in the District who are in the custody of a state agency, an authorized representative of the agency is required to submit a letter certifying that the individual has been placed in the custody of the agency as prescribed by law.
- Homeless Children. The McKinney-Vento Act requires schools to enroll homeless children and youth immediately, even if they currently lack normally required documents, such as immunization records, proof of residence or proof of age. To meet District enrollment requirements, homeless children and youth are entitled to extra time and special assistance from District personnel.

## Grounds for Denial of Enrollment or Re-enrollment

Within the school district's hearing and appeals process, grounds for denial of enrollment or re-enrollment of an otherwise qualified school-age child or youth shall be limited to:

- A student's expulsion from any school district or private school in this state or any other state during the preceding twelve months; or
- A student's behavior in another school district or private school in this state or any other state during the preceding twelve months that is detrimental to the welfare or safety of other students or school employees.

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

*Adopted:* date of manual adoption

LEGAL REF.: 42 U.S.C. 11301, McKinney-Vento Homeless Assistance  
Act of 2001  
22-1-4 NMSA  
22-8-2 NMSA  
22-12-4 NMSA  
22-14-27 NMSA

CROSS REF.: IKEB - Acceleration  
JFAA - Admission of Resident Students  
JFAB - Admission of Nonresident  
Students  
JFABD - Admission of Homeless  
Students  
JFB - Open Enrollment  
JG - Assignment of Students to Classes and Grade Levels  
JLCB - Immunizations of Students  
JR - Student Records  
JRCA - Request for Transfer of Records

**GADSDEN INDEPENDENT SCHOOL DISTRICT**

**07/20/12**