

**District:** Tupelo Public School District  
**Section:** J - Students  
**Policy Code:** JBC - School Admission

## **SCHOOL ADMISSION**

Admission requirements for enrollment in the Tupelo Public School District include the following:

1. Evidence of the age of the child.
  - a. A valid birth certificate or certified copy thereof; if not available, the next evidence of the age of the child obtainable in the following order shall be accepted:
  - b. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
  - c. An insurance policy on the child's life that has been in force for at least two years;
  - d. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
  - e. A passport or certificate of arrival in the United States showing the age of the child;
  - f. A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
  - g. If none of the foregoing evidence can be produced, an affidavit of age sworn to by a parent, grandparent or custodian.
  - h. A child enrolling in kindergarten or first grade shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance.
2. Verification of required inoculations.
3. Completion of necessary student information documents.
4. Attainment of the age of five years on or before September 1 of the current year for kindergarten, or six years on or before September 1 of the current school year for first grade.
5. Proof of residency within the District.
6. Students transferring into the District must meet the foregoing requirements and provide the cumulative record from the last school attended.
7. Parent(s) or legal guardian(s), must accompany a minor child seeking enrollment in

the District for the first time.

8. The immigrant status and/or English speaking status of a student shall not prohibit him/her from enrolling in the District.
9. In the event that any student, though legally transferred or otherwise entitled to attend school in the District, who is under expulsion from another school district should seek enrollment, the Board may request a written report from the expelling school district and review the case and conditions under which the student was expelled. The Board may conduct a hearing or appoint a hearing officer for the purpose of considering the reason(s) for expulsion of the student, and may refuse to enroll a student under expulsion from another school district when such reason for expulsion is deemed to be for sufficient and good cause.
10. The Board authorizes the superintendent to promulgate regulations and procedures consistent with this policy.

LEGAL REF: MCA § 37-15-1, 37-15-9, 37-15-11, 37-15-31  
McKinney-Vento Act 42 USC 11432, as reauthorized

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

[- Residency Checklist.pdf](#)

#### ADMINISTRATIVE PROCEDURE

##### 1. Verification of Residence.

For the purpose of school attendance the place of residence of a student is defined as that place where a student physically resides full-time. Any new students enrolling in the District, and continuing students will be required to verify their residence address as a part of the registration process. A parent or legal guardian seeking to enroll or to continue enrollment of a student must provide the District with at least two of the items listed below as verification of residency (any document which lists a post office box as an address can not be accepted):

- 1.1. Filed Homestead Exemption Application form;
- 1.2. Mortgage documents or property deed;
- 1.3. Apartment or home lease;
- 1.4. Utility bills;
- 1.5. Affidavit and/or personal visit by a designated school district official;
- 1.6. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district;

2. Each principal is responsible for ensuring that only students eligible to attend that school are in fact enrolled and attending.

3. The District reserves the right to require additional documentation and verification at any time. Verification may include home visits.

4. The District shall maintain on file copies of all documents used to verify each student's residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition or decree.

#### 5. Students Living with Nonparent

5.1. When a student is living with adults other than parents or legal guardians, the non-parent claiming District residency must meet the same criteria required of a parent or legal guardian.

5.2. The nonparent must provide the school with an affidavit stating his or her relationship to the student, that the student will be living at his/her abode full time, and provide documentation fully explaining the reasons for this arrangement.

5.3. The superintendent or designee shall make the determination as to whether to admit the student.

5.4. Examples of situations where "in loco parentis" authority of a nonparent adult should be recognized to establish residency of the minor include but are not limited to the following:

- Death or serious illness of the child's parent(s) or guardian(s);
- Abandonment of the child;
- Child abuse or neglect;
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians which have a detrimental effect on the child;
- Students enrolled in recognized exchange programs residing with host families. Tupelo High School accepts only five foreign exchange students annually.

#### 6. McKinney-Vento Homeless Children and Youth

When a child is determined to be eligible for McKinney-Vento services, the District shall take immediate enrollment action that is in the best interest of the child and will not require the documentation listed in this policy / procedure. Under McKinney-Vento, the nonparent who has assumed responsibility for the care and custody of the child may not be required to obtain legal guardianship but shall provide the school with an explanation of the relationship to the student and circumstances of the arrangement.

**Adopted Date:** 9/28/2010

**Approved/Revised Date:** 5/30/2013