



# Santa Ana Unified School District

BOARD POLICY NO: 5111

EFFECTIVE: 02/09/2021

SUBJECT: **Admission**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services, Support Services

## **SCOPE:**

The Governing Board believes that all children should have the opportunity to receive educational services and encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission, about admission requirements, and shall assist them with enrollment procedures. Staff shall encourage parents/guardians to enroll all school-aged children in school.

## **POLICY:**

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations. The Superintendent or designee shall announce and publicize the timeline and process for registration of students at the District. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines in applicable Board policies and administrative regulations. (cf. 5111.1 – District Residency) (cf. 5111.1 – Residency Based on Parent/Guardian employment) (cf. 5111.13 – Residency for Homeless Children) (cf. 5116.1 – Intradistrict Open Enrollment) (cf. 5117 – Interdistrict Attendance) (cf. 5118 – Open Enrollment Act Transfers) (cf. 5119 – Students Expelled from Other Districts).

## **DESIRED OUTCOME:**

All appropriate staff shall receive training on District admission policies and procedures, including information regarding the types of documentation that can and cannot be requested. The District's enrollment application shall include information about the health care options and enrollment assistance available to families within the District. The District shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (cf. 5141.22 – Infectious Diseases) (cf. 5141.3 – Health Examination) (cf. 5141.31 – Immunizations).

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation. (cf. 5111.1 – District Residency) (cf. 5125 – Student Records) (cf. 5141.31 – Immunizations) (cf. 5141.32 – Health Screening for School Entry).

The District shall not inquire, request documentation, request a student's social security number, or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the District, or the student's or parent/guardian/s refusal to provide such information to the



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District. (cf. 0410 – Nondiscrimination in District Programs and Activities) (cf. 5145.13 – Response to Immigration Enforcement) (cf. 5145.3 – Nondiscrimination/Harassment).

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the District shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432) (cf. 6173 – Education for Homeless Children) (cf. 6173.1 – Education for Foster Youth) (cf. 6173.2 – Education of Children of Military Families) (cf. 6173.3 – Education for Juvenile Court School Students).

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **Legal Reference:**

#### **EDUCATION CODE**

234.7	Student protections relating to immigration and citizenship status
43600	Computation of average daily attendance inclusion of kindergarten and transitional kindergarten
46600	Agreements for admission of pupils desiring interdistrict attendance
48000	Minimum age of admission (kindergarten)
48002	Evidence of minimum age required to enter kindergarten or first grade
48010	Minimum age of admission (first grade)
48011	Admission from kindergarten or other school; minimum age
48050-48053	Nonresidents
48200	Children between ages of 6 and 18 years (compulsory full-time education)
48211	Habits and disease
48221	Physical or mental condition
48350-48361	Open Enrollment Act
48850-48859	Educational placement of homeless and foster youth
49076	Access to records by persons without written consent or under judicial order
49076.7	Student records; data privacy; social security numbers
49408	Information of use in emergencies
49452.9	Health care coverage options and enrollment assistance
49700-49703	Education of children of military families

#### **HEALTH & SAFETY CODE**

3380-3390	Immunization against communicable diseases
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3400-3409 Tuberculosis tests for pupils

120325-120380 Education and childcare facility immunization requirements

121475-121520 Tuberculosis tests for students

**CODE OF REGULATIONS, TITLE 5**

200 Promotion from kindergarten to first grade

201 Admission to high school

**CODE OF REGULATIONS, TITLE 17**

6000-6075 School attendance immunization requirements

TITLE VII, SUBTITLE B, THE MCKINNEY ACT OF 1987

**UNITED STATES CODE, TITLE 5**

552A Note Refusal to disclose social security number

**UNITED STATES CODE, TITLE 42**

11431-11435 McKinney – Vento Homeless Assistance Act

**Management Resources:**

**CDE MANAGEMENT ADVISORIES**

0900.09 Changes in law concerning eligibility for admission to kindergarten

**ADOPTION AND REVISION HISTORY:**

(4-98 01-19) 02-21

Santa Ana, CA