



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6120

PAGE: 1 OF 16

CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **1-29-62**

SUBJECT: **Preregistration and Registration, K-6**

REVISED: **5-05-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing registration of students in elementary schools (K–6 inclusive).
2. **Related Procedures:**
  - California Confidential Address Program (CAP) ..... 6529
  - Cumulative record keeping, K-6 ..... 6505
  - Enrollment of children and youth in transition (aka homeless) ..... 6129
  - Exclusions ..... 6180
  - Health records ..... 6515
  - Immunization verifications ..... 6355
  - Release of student information ..... 6525
  - Student records, retention and destruction ..... 6520
  - Transfer and withdrawal, K-6 ..... 6145
  - Use of legal or assumed name ..... 6535

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A–1000, F–2915, F–2920, F–2930, F–2935, F–2955, F–2960, F–2965, H–1500, H–1501, H–2100, H–2575, H–3000, H–7600; Education Code Sections 32390, 33190, 37046, 48000–48002, 48010, 48011, 48200, 48201, 48205, 48980–48984, 49068, 49076, 49408, 49510, 56030 *et seq.*; Government Code Sections 244, 6205 *et seq.*; California Code of Regulations, Title 5, Section 438; California Code of Regulations, Title 17, Sections 6000–6075.
2. **Mandatory Attendance.** All students between the ages of six and eighteen are required to be enrolled in school unless exempted by other provisions of the Education Code or unless excluded, expelled, suspended, or graduated.
3. **Transfer of Student Records**
  - a. Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student’s permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the student intends to enroll (Education Code Section 49068).

**Note:** District procedures require schools to send copies to nondistrict schools.

- b. Student records of a transferring student shall not be withheld from the requesting district because of any charges or fees owed by the student or his/her parent/guardian (California Code of Regulations, Title 5, Section 438).
  - c. When a student transfers from one district school to another school within the district, the student's entire records shall be transferred upon request from the school where the student intends to enroll. Records shall not be withheld because of any fees or charges owed by the student or his/her parent/guardian.
  - d. Should a transferring district refuse to release records of a student due to fees owed to that district, a letter explaining the proper interpretation of relevant Education Code should be sent (E.1., Attachment 1).
4. **Emergency Information.** For protection of a student's health and welfare, the parent/guardian may be required to provide (in addition to a home address and telephone number) a business address and telephone number, and the name, address, and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached (Education Code Section 49408).
5. **State Immunization Regulations** (California Code of Regulations, Title 17, Sections 6000–6075)
  - a. *Parent/guardian signature verification of immunization dates is no longer acceptable under the law.*
  - b. *“NO SHOTS, NO SCHOOL” is in effect for all students in the following categories:*
    - (1) Enrollees in day care centers, preschools, child development centers, headstarts, and nursery schools.
    - (2) Kindergarten enterers (or first-grade enterers in situations where there is no kindergarten).
    - (3) All students at the kindergarten level and above transferring to a California school *from outside the United States.*
  - c. In order to be admitted, students listed in C.5.b. must present a provider-documented record that shows all required immunizations have been received.

- d. Schools may allow transfer students (both intrastate and interstate) up to thirty (30) days of conditional school attendance with a signed “Immunization Consent Form.”
  - e. Homeless students who apply for admission and who lack the required documents must be admitted immediately to their school of origin or the school whose attendance area includes their temporary residence. School staff must assist homeless students in obtaining the required documents (Procedure 6129).
6. **California Confidential Address Program.** If a parent/guardian or student indicates that he/she is a participant in the California Confidential Address Program (Cal CAP) during the registration process, refer to Procedure 6529 prior to the beginning of the registration process (Government Code Sections 6205 *et seq.*).

### C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Responsibility.** The registration procedure in each school is determined by the principal and is implemented by the principal and members of the staff within the limits of policies, administrative procedures, and requirements of the State of California and the district Board of Education.
3. **Definitions**
  - a. **Preregistration:** The process of registering a student, prior to the first day of actual attendance, in a school district and in a specific school, but not necessarily in a specific class.
  - b. **Registration:** The completion of the enrollment process on a student’s first day of actual attendance in class to officially enroll that student in a specific class and school.
  - c. **First day enrolled:** The first day of actual attendance in class. The official effective enrollment date is to be used consistently in all documents.
  - d. **New students:** Students not previously enrolled in a district school during the previous or current school year.

- e. **Returning students:** Students previously enrolled in a district school and returning to the *same* school without a break in attendance due to withdrawal or transfer.
  - f. **Transferring students:** Students changing schools of attendance *within* the school district.
  - g. **Legal residence of an unmarried minor:** The residence of the parent with whom the child maintains his/her place of abode, or the residence of an individual given care or custody of the unmarried minor by a court of competent jurisdiction (Government Code Section 244).
4. **Entrance Age Requirements**
- a. **Kindergarten.** A child must be five years of age on or before December 2 of the current school year to be eligible to enter kindergarten (Education Code Section 48000).
  - b. **First grade**
    - (1) A child must be six years of age on or before December 2 of the current school year to be eligible to enter first grade.
    - (2) A child who **was** the *appropriate age* to be admitted to kindergarten (C.4.a.) *and* who has completed one school year in that kindergarten (public or private) shall be admitted to first grade.
    - (3) **Acceleration** of a student from kindergarten to first grade is covered in Procedure 6121.
  - c. **Grades 1–6.** When a child has been legally enrolled in the public schools of another district within or out of state, he/she may be enrolled in school and placed in the grade attained in the former school. The parent/guardian should be advised that the principal may adjust grade placement at a later date if conditions warrant. When adjustments are necessary, the parent/guardian is informed and a parent conference generally is arranged by the principal.
5. **Age Verification—Kindergarten/First Grade**
- a. **Legal requirements.** Verification of the birth date shall be required *prior to admission* for all students enrolling in kindergarten or first grade.

- b. **Approved documentation.** Within a reasonable length of time (60 days), the parent/guardian shall submit one of the following documents to the principal or designee. The document shall be returned to the parent/guardian as soon as the birth date is verified. (Education Code Section 48002)
- (1) A birth certificate.
  - (2) A baptismal record, duly attested.
  - (3) A passport verifying the age of the child.
  - (4) A bone-age evaluation will suffice for age verification in the case of a missing birth certificate and inaccurate INS documents.
  - (5) When none of the above is available, a completed and signed "Parent's Statement Regarding Pupil's Birth Date" form (E.2.).
6. **Enrollment Verification of First Grade Enrollees From Private School Kindergarten.** Verification of the appropriate age when a child was admitted into the private school kindergarten (C.4. a.; Education Code Section 48000), of a full year's attendance in the private school kindergarten (Education Code Section 48011), and the private school's compliance with Education Code Section 33190 (a private school affidavit filed with the California State Department of Education) is required *prior* to admission. Approved documentation is any of the following:
- a. A transcript.
  - b. A letter from the former school listing dates of attendance.
  - c. A report card listing dates of attendance.
7. **Attendance Areas/Residence Requirements**
- a. **All students** are required to attend the school serving the attendance area in which they reside with the following exceptions:
    - (1) **Students whose legal residence is outside the United States** (Procedure 6130).

- (2) **Students from other districts within San Diego County.** A student *not* living with his/her parent/guardian, or other person having legal responsibility for the student, while the person responsible lives outside the San Diego Unified School District (SDUSD) and within San Diego County, shall be required to have an interdistrict attendance permit before being enrolled in the attendance area in which he/she lives. Routine communications from the school of attendance should be directed to the person with whom the student lives (Procedures 6126 and 6127).

**Note:** If both the student and the parent/guardian live *within* boundaries of SDUSD, but the student lives in a different attendance area, a *special attendance permit* shall be required for enrollment in the attendance area in which the student lives.

- (3) **Students attending a district school outside their residential attendance areas** under special attendance permits, the Voluntary Ethnic Enrollment Program, a magnet school program, Choice program, child care permits, or school-initiated placements (Procedures 6127, 6135, 4605, and 6128).

**Note:** The school secretary/clerk enters the appropriate special enrollment code and the student's residence location code on the SIS enrollment record (see *SIS Users' Guide*).

- (4) **Married/pregnant students** (Procedure 4255).
- (5) **Students placed in a licensed children's institution, a licensed foster home, or a family home** who attend school in attendance area in which such institution or home is located.
- (6) **Students whose parents/guardians have established the residence of the student in a home located within the boundaries of that school attendance area**, providing that home is properly licensed as required by law. The person maintaining that home shall provide evidence to the school that a current license is in effect or that a license is not required by law. (Education Code Section 48204[d])

- (7) Homeless children may attend their school of origin, i.e., the school the children attended when permanently housed or the school in which they were last enrolled. They also may attend the schools that students living in the same attendance area as the children's temporary homes are eligible to attend. (Procedure 6129)

b. **Federal property**

- (1) Federal property *within* the geographic boundaries of San Diego Unified School District shall be assigned to school attendance areas according to established district procedures. District policies pertaining to student attendance shall apply to students living on federal property.
- (2) Students living on federal property *outside* the geographic district boundaries may attend schools within the district; the district determines the schools of attendance.

- c. **Optional areas.** Some sections of the school district are designated as optional attendance areas. Parents/guardians residing in such areas may choose one school of the two or more for which an area is optional. Once a choice is made, the conditions for transfer are the same as for any other student whose parent/guardians request a special attendance permit.

- d. **Principals** *are responsible* for enrollment of all students in their attendance areas and must annually verify that all students enrolled are residents of that area, are attending as Magnet, VEEP, or Choice students, hold interdistrict attendance permits or child care permits, or can be determined to be homeless (California Code of Regulations, Title 5, Section 432[b][1][F][2]).

**Note:** All inquiries regarding homeless students, including inquiries concerning placement, school records, and health records, shall be directed to the liaison for homeless students, Counseling and Guidance Department, Student Services Division, Institute for Learning.

- e. **Residence.** Generally, a student's residence is the location where the parent/guardian resides (Education Code Section 48200). A parent/guardian may establish his/her residency with a wide range of documents and representations that provide *reasonable evidence* that the student meets the residency requirements for attendance at that school. Such documentation may include, but not be limited to, the following documents: utility service (gas, electric, phone, water, or cable) payment receipts or bills, rent payment receipts or a

rental agreement, property tax payment receipts, mortgage documents, or military housing orders. Copies of the provided documentation should be made for the student's record. If no documents are available, a declaration (statement under oath) by the parent/guardian indicating a residence within the school's attendance area is acceptable. If the student is not living with a parent or guardian, the adult with whom the student is living should complete a "Caregiver's Authorization Affidavit" form (E.3., Attachment 2) and present proof of residence.

8. **Racial/Ethnic Codes and Definitions** (see *SIS Users' Guide* for current codes and definitions).
9. **Request for Student Records** (B.3.)
10. **Notification to Parents/Guardians.** State law (Education Code Sections 48980–48984) requires that a school inform the parents/guardians of minor students of specified activities that will be undertaken by that school in the forthcoming school term and of the right to exclude their child/children from any of these activities. It prohibits such activities if parents/guardians have not been notified. Notification and response must meet the following guidelines:
  - a. *Notification shall be sent annually* at the time of registration for first semester or quarter of the regular school year. Special notification is required for those not so notified annually, including each time a student enrolls at a new school. Notice may be sent by mail or by another written method normally used to communicate with parents/guardians. In addition, it is recommended that other methods of communication to parents/guardians be used (e.g., PTA bulletins, newsletters). A district standard notification form (E.4.) may be used.
  - b. *The notification shall be signed by the parent/guardian* and returned to the school.

**Note:** Schools are not required to ensure that signed parent notification forms are returned.
  - c. *The notice shall state the approximate date* on which any specific activity will occur.

**d. Activities requiring notification**

- (1) **Instruction involving human reproduction, venereal diseases, and AIDS**—social health, health and safety, selected science courses, and certain consumer and family life courses, in which human reproductive organs and their functions and processes are described, illustrated, or discussed (Education Code Section 51550 and Procedure 4188).
- (2) **Excuse from health instruction based on religious beliefs.** Whenever any part of the instruction in health, family life education, and sex education conflicts with religious training and beliefs of the parent/guardian of any student, that student, on *written* request of the parent/guardian, shall be excused from that part of instruction conflicting with such training or beliefs (Education Code Section 51240).
- (3) **Communicable disease and immunization.** State law requires that the district cooperate with local health agencies in prevention and control of communicable diseases in school-age children. State law requires immunizations for *all* children entering a California school for the first time. Specific medical condition contraindications or opposition to personal (parental) beliefs are the *only* exceptions to this requirement. (Education Code Section 49403 and Procedure 6360)
- (4) **Administration of prescribed medication.** Any student who, during the regular school day, is required to take medication prescribed for him/her by a physician will be assisted by a school nurse or other designated school personnel *provided* the school receives (a) a written statement from the physician detailing the method, amount, and time schedule for such medication, and (b) a written statement from the parent/guardian indicating a desire and consent for such assistance (Education Code Section 49423 and Procedure 6372). In addition, the law states that the parent/guardian of any student on *continuing* medication administered *only* at home must inform the school nurse or other designated certificated employee of the medication being taken, the dosage, and the name of the supervising physician (Education Code Section 49480 and Procedure 6372).
- (5) **Over-the-counter medications.** Certain over-the-counter medications are available to students who have a “Health Information Exchange Consent” form (E.5.) on file at their individual school site with the “Permission for Over-the-Counter Medications” section completely filled in. These

medications will only be provided by the site school nurse after appropriate assessment of the student's history and symptoms and parent/guardian permission. Nurses follow a written protocol and standing orders from the school physician in order to dispense these medications.

- (6) **Parent's/guardian's refusal to consent to physical examination of his/her child.** A parent/guardian may file annually, with the principal of the school in which his/her child is enrolled, a signed statement that he/she will not consent to physical examination of the child; however, whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until school authorities are satisfied that the child does not suffer, or no longer suffers from the disease (Education Code Section 49451; Procedures 6360 and 6371).
- (7) **Vision appraisal.** According to state law, the district shall conduct vision screenings at specified grade levels and times unless the parent/guardian files a signed statement with the principal of the school in which the child is enrolled that he/she adheres to the faith or teachings of a named (well-recognized) religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends on prayer for healing in practice of his/her religion (Education Code Section 49455).
- (8) **Medical and hospital services.** No student shall be compelled to accept services offered by the district through nonprofit membership corporations without his/her consent or, if a minor, without the consent of his/her parent/guardian (Education Code Section 49472; Procedures 6371 and 6343).
- (9) **National School Lunch Program.** Application forms shall be provided for each K-12 student at the beginning of the school year or upon registration during the school year. Applications or withdrawals shall be accepted and processed throughout the year. (Education Code Section 48980 and Procedure 6325)

## 11. Absences

- a. **Personal absences.** A student shall be excused from school for justifiable personal reasons including, but not limited to, court appearances, attendance at special religious ceremonies, attendance at a funeral service, employment

conferences, school-initiated absences (*including absences due to lack of bus transportation after the student is actively enrolled*), and other family emergencies provided the student's absence has been requested *in writing* by the parent/guardian and approved by the principal or designee. The student shall be allowed to make up all missed assignments and tests that reasonably can be provided; assignments and tests need not be identical to those missed during such absences. (Education Code Section 48205 and Procedure 6165)

- b. **Religious education.** Education Code Section 46014 refers to permissive released time for religious education in those districts where the Board of Education has granted specific approval. *San Diego City Schools Board of Education has not granted such approval.* (Procedure 6165)
12. **Child Health and Disability Prevention Program.** All students entering first grade must show proof of receiving a comprehensive health screening within the previous eighteen months or present a signed statement waiving these services. The parent/guardian must be notified of this requirement prior to the child's entering first grade or within the first 90 days of the school year. (Procedure 6345)
13. **Rights of Parent, Guardian, or Student Eighteen or Older.** At the time of enrollment or registration, the parent/guardian or student (eighteen years or older) must be notified of his/her right to review and inspect any and all records kept on the student (Procedure 6525).
14. **Special Education Programs.** Legal requirements governing programs for students with exceptional needs are covered in Procedure 4230.

**D. IMPLEMENTATION** (This is a suggested procedure, and may vary in detail among schools.)

1. **Students Not Enrolled in Same School at Close of Previous Year.** Preregistration of new students, including kindergartners, is held during week preceding opening of school. In addition, preregistration of *kindergartners* may be scheduled at close of previous school year.
  - a. **Principal**
    - (1) Publicizes registration (giving date, place, and time) through bulletins to parents, announcements via PTA, and/or public news releases, including local or community newspapers.

- (2) Organizes and implements registration with assistance of staff, PTA, or volunteers, as appropriate.
- (3) During registration, resolves all questions that may arise; provides for assignment of children to appropriate classes.
- (4) Ensures requirements are met regarding attendance area, immunizations, and minimum age for students entering kindergarten and first grade.
- (5) Verifies compliance with requirements of Education Code Section 33190 regarding first-grade enrollees from private school (C.6.).

**b. Secretary/staff**

- (1) Checks required forms completed by person registering child, *including emergency information and signatures*.
- (2) Verifies that immunizations are completed and transcribed onto “California School Immunization Record (CSIR)” form (E.6.), minimum age requirements are met, and student resides in attendance area or possesses special attendance permit.
- (3) Secures completed “Health History” form (E.7.) and “California School Immunization Record (CSIR)” form and immunization records; obtains exemption statement from persons whose religious faith prohibits health services.
- (4) Tags records of students with significant health problems for review by the site nurse.
- (5) Assigns student to appropriate grade/classroom according to school site plan.
- (6) Issues “Health Examination Request” form (E.8.) and opening of school information to person enrolling student, as appropriate.
- (7) Upon completion of registration process, initiates “Student Health Record” form (E.9.) unless student previously attended another San Diego City School; gives health record, health history, and CSIR to nurse.

- (8) Files "Student Enrollment Form, K-12" (E.10.) for reference during school year; ensures that emergency information section is completed.
  - (9) Requests student's cumulative records, health records, and CSIR from school of prior attendance.
  - (10) Enters student enrollment information on SIS system in accordance with instructions published in *SIS Users' Guide*; searches SIS district database for any previous district enrollment; if previous enrollment is found, creates enrollment record under same district ID number; otherwise creates enrollment record under new ID.
  - (11) If this is student's first district enrollment, enters all mandated information as appropriate on student's SIS record; adds to and updates mandated and permitted information on student's SIS record.
  - (12) Files support documents for mandated items in student's cumulative record folder or retains in other school office files. Items of permitted information that may be of value to a student's educational process also may be filed in student's cumulative record folder or in school office files.
- c. **Resource specialist** evaluates *special education records* from a former school district for appropriate referral and placement. If there are no records, parent/guardian has right to enroll child in a regular education program or to withhold any enrollment pending receipt of records. Appropriate individual education program (IEP) team members review any administrative placement within thirty (30) days of such placement.
- d. **PTA assistants/volunteers**
- (1) Greet parents/guardians upon arrival; distribute appropriate forms and bulletins.
  - (2) Verify attendance area by checking address of parent's/guardian's residence on official map of district.
  - (3) Assist person enrolling student in completion of forms, if needed; distribute information bulletins concerning opening of school and hours of attendance.

**2. Returning Students Enrolled in Same School at End of Previous Year**

- a. **Principal** determines room assignments before close of school year and informs teachers of assignments.

**Note:** Principal may withhold announcement of assigned room numbers until first day of school in September.

- b. **Teacher** records room assignment, if available, in space provided on grade report sent home with student on last day of school; instructs child to report to specific room on first day of new school year.
- c. **Student** reports to assigned room on first day of new school year.
- d. **Teacher**
- (1) *On first day of school*, notifies school office of names of “expected” children who did *not* report to class. Returning students and new enrollees *who actually report to class* constitute official enrollment.
  - (2) *During first week of school*, sends “Student Enrollment Form, K–12” with students to be completed and signed by parent/guardian and returned to school.
  - (3) Follows through to ensure receipt of a registration card from each student; checks cards for completion (including emergency information) and signature; submits to school secretary.
- e. **Secretary/staff**
- (1) Files “Student Enrollment Form, K–12” for reference during school year; ensures that emergency information section is completed.
  - (2) Prepares required reports and submits on due dates.
  - (3) Compares information from “Student Enrollment Form, K–12” to student enrollment and student family information on SIS; updates as necessary; replaces any documents having outdated student information with newer support documents of changes to mandated or permitted information.

3. **New or Transferring Students Entering on First Day of School or Later During School Year. Student and parent/guardian** report to school office; general procedure outlined in D.1. is followed. Secretary/clerk assists in completion of enrollment process; escorts student and parent/guardian to assigned classroom to meet teacher.
4. **Returning Students Entering Same School *After* First Day of School**
  - a. **Student** returning to the same school *who does not actually attend class on first day of school* must report to school office for registration.
  - b. **Secretary/clerk** processes student, completes required forms, updates records, and assigns student to class.
  - c. **Teacher** shall *not* accept such student into classroom unless a copy of enrollment form is presented.

**E. FORMS AND AUXILIARY REFERENCES** (See also *Attendance Accounting Manual*, *Elementary*, and *SIS Users' Guide*.)

1. Sample letter requesting school records of student despite money owed to previous school, Attachment 1
2. Parent's Statement Regarding Pupil's Birth Date, Stock Item 22-P-0360
3. Caregiver's Authorization Affidavit, Attachment 2
4. Parent Notification, Health Education and Activities, Elementary, Stock Item 22-P-0274
5. Health Information Exchange Consent, Stock Item 22-H-0714
6. California School Immunization Record (CSIR), Stock Item 63-P-0286
7. Health History, English, Stock Item 22-H-0710; Spanish, Stock Item 22-H-0711
8. Health Examination Request, English, Stock Item 22-H-0700; Spanish, Stock Item 22-H-0701
9. Student Health Record, Stock Item 22-H-1205

SUBJECT: **Preregistration and Registration, K-6**

NO: **6120**

PAGE: **16 OF 16**

EFFECTIVE: **1-29-62**

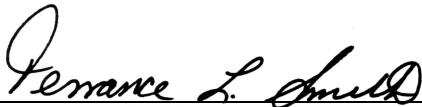
REVISED: **5-05-03**

---

10. Student Enrollment Form, K-12, English, Stock Item 22-S-1600/1605; Spanish, Stock Item 22-S-1610/1615
11. Elementary Pupil Cumulative Record, Stock Item 22-E-4580
12. Parent's Request for Intradistrict Special Attendance Permit available from the Integration Services and Enrollment Options Office
13. Request for Elementary Pupil Cumulative Record, Stock Item 22-R-2460
14. School-Initiated Placement Form, Stock Item 22-S-2351
15. Student Health Record Insert Sheet, Stock Item 22-H-1206
16. Facts for Parents, informational bulletin supplied by the district
17. Parent's Request for Interdistrict Attendance Permit, available from the Integration Services and Enrollment Options Office
18. Temporary Health Record, HE 510, available from the Wellness Unit, Health Services Department

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



\_\_\_\_\_  
Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education