

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6123

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CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **1-29-62**

SUBJECT: **Preregistration and Registration, 7-12**

REVISED: **7-02-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing registration of students in secondary schools, including (a) preregistration and registration of returning and new students both at the beginning of the school year and during the school year, and (b) articulation in the registration of fifth-, sixth-, eighth-, and ninth-grade students to middle level and senior high schools.
2. **Related Procedures:**

Promotion/retention and placement/articulation, 6-8	4760
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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, F-7000, H-1500, H-1501, H-2100, H-2575, H-3000, H-7600; Education Code Sections 32390, 48020, 48030, 48200, 48201, 48205, 48220-48230, 48980-48984, 49068, 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 pupil 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 pupil'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 pupil 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 (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.
- 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 signature verification of immunization dates is no longer acceptable under the law.*
- b. *“NO SHOTS, NO SCHOOL”* is in effect for all students at the kindergarten level and above transferring to a California school *from outside the United States*. In order to be admitted, these students must present a provider-documented record that shows that all currently due required immunizations have been received.

- c. Schools may allow transfer students (both intrastate and interstate) up to thirty (30) days of conditional school attendance with a signed "Immunization Consent Form."
6. **California Confidential Address Program.** If a parent or student indicates that they are participants 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.*).
7. **Age Verification.** A bone-age evaluation will suffice for age verification in the case of a missing birth certificate and inaccurate INS documents.

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 limits of policies 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 specific classes.
 - b. **Registration:** The completion of the enrollment process on a student's first day of actual attendance in classes to officially enroll that student in specific classes and a school.
 - c. **First day enrolled:** The first day of actual attendance in class. This official effective enrollment date is to be used consistently on all documents.
 - d. **Articulation:** The process of orienting and programming future sixth/seventh and ninth/tenth students to middle level and senior high schools.
 - e. **New students:** Students not previously enrolled in a district school during the previous or current school year.

Note: Students enrolled the previous year by the articulation process are not considered new students.

- f. **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.
 - g. **Transferring students:** Students changing schools of attendance *within* the school district.
 - h. **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. **Any person sixteen to eighteen years of age** who has not graduated from high school must attend alternative education classes for not less than 180 minutes per day for the regularly established school term unless exempt under one or more of the following conditions (Education Code Sections 48400–48410). A student is exempt if he/she:
- a. Has an equal amount of education (equivalent to a high school education) in private school or by private tuition.
 - b. Is disqualified because of a physical or mental condition.
 - c. Must render personal services to dependents.
 - d. Is attending public or private full-time day school or satisfactory part-time classes maintained by other agencies.
 - e. Is enrolled in a regional occupational center or program.
 - f. Has successfully demonstrated proficiency, through examination, that is equal to or greater than standards established by the California State Department of Education and has verified approval from his/her parent/guardian.
 - g. Is regularly employed and is attending classes for adults for not less than four clock hours per calendar week.

5. **Enrollment of Students Over Eighteen Years of Age.** Attendance of students eighteen years of age or older is a privilege, not a requirement. Irregular attendance or special problems should be referred to the vice principal or the School-Initiated Placement Council, as appropriate. If emotional difficulties or marked retardation are suspected, a student should be referred to the Center for Student Support and Special Education Services.

6. **Attendance Areas/Residence Requirements**

a. **All students** are required to attend the school serving the attendance area in which they reside or, in the case of homeless children, in the area in which they temporarily apply for attendance, 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 that student, while the person responsible lives outside San Diego Unified School District (SDUSD) and within San Diego County, shall be required to have an interdistrict attendance permit and a "Caregiver's Authorization Affidavit" form (E. 2., Attachment 2) 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 "Caregiver's Authorization Affidavit" form 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 program, Choice program, or school-initiated placements (Procedures 6127, 6135, and 4605).

Note: The school secretary/clerk enters the appropriate special enrollment code and the student's residence location code on SIS enrollment record (see *SIS Secondary 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 which such institution or home is located.

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* 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 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 parents request a special placement.

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 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 Integration Services, Support, Reporting, and Enrollment Office, 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 their 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/guardian, the adult with whom the student is living should complete a "Caregiver's Authorization Affidavit" form and present proof of residence.

7. **Racial/Ethnic Codes and Definitions.** See *SIS Secondary Users' Guide* for current codes and definitions.
8. **Request for Student Records (B.3.).**
9. **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 be used (e.g., PTA bulletins, newsletters). A district standard notification form (E.3.) 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 specified 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; Procedures 4188 and 4189).

- (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 being against 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.4.) 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 permission. Nurses follow a written protocol and standing orders from the school physician in order to dispense these medications.

- (6) **Parent'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 the disease no longer exists (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)
- (10) **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, employment conferences, school-initiated absences (*including absences due to no bus transportation after the student is actively enrolled and on bus roster*), 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 6166)

- (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 6166)
- (11) **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).
- (12) **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

- a. **Attendance clerk or principal's designee**, beginning registration in attendance office,
 - (1) Has parent complete "Student Enrollment Form K-12" form (E.5.) and other enrollment materials as needed.
 - (2) Verifies attendance area by checking address of parent's residence on official map of district or verifies student's eligibility to attend through approved attendance program (e.g., VEEP, Magnet, Choice).
 - (3) Routes student to nurse, counselor, and other staff as needed to complete enrollment process.
 - (4) Enters student enrollment information on SIS system in accordance with instructions in *SIS Secondary Users' Guide*; searches SIS district records database for any previous district enrollment; if previous enrollment is found, opens a current enrollment record *under same district ID number*; otherwise creates a new student enrollment record under new ID.

- (5) If this is student's first district enrollment, enters all mandated information as appropriate on student's SIS record; otherwise adds to and updates mandated and permitted information on student's SIS record.
- (6) Files support documents for mandated items in student's individual 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.

b. **School nurse** (See Procedure 6515 for detailed instructions.)

- (1) Initiates new "Student Health Record" form (E.6.) by interviewing student for "Health History" form (E.7.), screening for vision, and counseling (as indicated).
- (2) Notes critical health problems, as appropriate; reviews or initiates "California School Immunization Record CSIR" form (E.8.).
- (3) Issues "Health Examination Request" form (E.9.) to student.
- (4) Directs student to counseling office to complete registration.

Note: If nurse is not present for registration, trained designee should obtain information.

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. **Counselor**

- (1) Interviews student; initiates counselor/student relationship.
- (2) Prepares student's class schedule; completes enrollment process.
- (3) Requests student records from previous school (B.3.).

- (a) If student previously was enrolled in another district school, sends "Request for Transcript and Health Record" form (E.10.) to that school.
 - (b) If student came from a school outside district, mails "Request for Student Records" form (E.11.)
2. **New students who enroll during school year** report to attendance office and are received by principal's designee or attendance clerk. Regular enrollment procedure is followed (D.1.).
3. **Students entering middle level or senior high school from a district elementary school** are preregistered through articulation procedures (see Procedure 4760 for sixth/eighth grade and 4766 for ninth/twelfth grade).
4. **Completion of Registration Procedure (on First Day of School)**
 - a. **All returning and new students** who have completed preregistration procedure report on first day of semester.
 - b. **Student** reports to each class on regular daily schedule; *each teacher must confirm student's enrollment in the class.*
 - c. **School staff** confirms enrollment information of returning students and updates changes to addresses and other information as necessary (see *SIS Secondary Users' Guide*); replaces any documents having outdated information with newer support documents of changes to mandated or permitted student information.
5. **Preregistered students entering after first day of school** must confirm their enrollment with attendance office and complete scheduling process as necessary.

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

1. Sample letter requesting school records of student despite money owed to previous school, Attachment 1
2. Caregiver's Authorization Affidavit, Attachment 2
3. Parent Notification, Health Education and Activities, Junior High, Stock Item 22-P-0272; Senior High, Stock Item 22-P-0273

SUBJECT: **Preregistration and Registration, 7-12**

NO: **6123**

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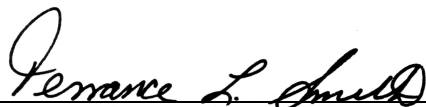
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4. Health Information Exchange Consent, Stock Item 22-H-0714
5. Student Enrollment Form, K–12, English, Stock Item 22-S-1600/1605
6. Student Health Record, Stock Item 22-H-1205
7. Health History, English, Stock Item 22-H-0710; Spanish, Stock Item 22-H-0711
8. California School Immunization Record (CSIR), Stock Item 22-I-3001
9. Health Examination Request, English, Stock Item 22-H-0700;
Spanish, Stock Item 22-H-0701
10. Request for Transcript and Health Record, Stock Item 22-R-2780
11. Request for Student Records. Post Card, Stock Item 22-R-2750
12. Parent's Request for Intradistrict Special Attendance Permit, Stock Item 22-P-0280
13. School-Initiated Placement Form, Stock Item 22-S-2350
14. School Registration Card, Secondary, Stock Item 22-S-1575
15. Student Health Record Insert Sheet, Stock Item 22-H-1206
16. Parent's Request for Interdistrict Attendance Permit, available from the Integration Services, Support, Reporting, and Enrollment Office
17. Temporary Health Record, HE 510, available from the Wellness Office, Student Support Services Department

F. REPORTS AND RECORDS

G. APPROVED BY



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