

# STDNT3 - Admissions

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## S - Student

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### FD ADMISSIONS

#### LOCAL

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

#### REQUIRED DOCUMENTATION

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. A certified copy of the child's birth certificate.
- b. 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.
- c. A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.
- d. The parent, guardian, or surrogate will be given thirty (30) days to provide the documentation requested as listed above. If the documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that the local law enforcement agency will be notified unless it is provided within ten (10) days.

#### AGE

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. Children may be admitted to first grade who are six (6) years of age or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year. The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year.

For a child who has not reached six (6) years of age (five (5) for kindergarten) before September, the determination of whether to admit shall be based upon one or more consultations with the parent(s) or guardian(s), the child, the teacher, the school principal, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 is admitted for early enrollment in kindergarten and the child then repeats kindergarten in the following year, the District is not eligible to receive basic state aid for the child's second year. When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten but does not remain enrolled, the District may receive a portion of basic state aid on behalf of that child in the subsequent year. The District may charge tuition for any child who is ineligible for basic state aid pursuant to A.R.S. [15-821](#).

#### RESIDENCY

The following students are residents of the District:

1. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
2. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
3. A student who is eighteen (18) years of age or older and whose place of residence is in the District.
4. A student who is homeless and who attended a school in the District at the time of becoming homeless.
5. A student who resides with a family member living in the District while awaiting the outcome of a

legal guardianship or custody proceeding if the family provides written documentary proof.

6. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order. The parent shall provide proof of residency in the District to the local education agency within ten (10) days after the arrival date provided on official documentation.

## RESIDENCY

Residency documentation required by A.R.S. [15-802](#) must be provided each time a student enrolls in a school district or charter school in this state and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.**

*Proof of residency required for Parent(s) or legal guardian(s) that maintain their own residence:* The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

Valid Arizona driver's license, Arizona identification card

Valid Arizona motor vehicle registration

Valid Arizona Address Confidentiality Program (ACP) authorization card.

Property deed

Mortgage documents

Property tax bill

Rental agreement or lease (including Section 8 agreement or off-base military housing)

Utility bill (water, electric, gas, cable, phone)

Bank or credit card statement

W-2 wage statement

Payroll stub

Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona

Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

A consular identification card that is issued by a foreign government as a valid form of identification if the foreign government uses biometric identity verification techniques, including fingerprint identification and retina scans, in issuing the consular identification card.

Temporary on-base billeting facility (for military families)

*Proof of residency required for Parent(s) or legal guardian(s) that does not maintain his or her own residence:* The parent or legal guardian may complete an affidavit which states that the parent resides with another person. The form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

## RETENTION OF ADMISSION DOCUMENTS

School officials must retain copies of any supporting documentation presented for each student (photocopies are acceptable) that they believe establish validity. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

## CERTIFICATE OF EDUCATIONAL CONVENIENCE APPLICATIONS

A pupil who is precluded by distance, lack of adequate transportation facilities or a parent's or guardian's employment from attending a school in the School District or county of the pupil's residence or who resides in unorganized territory may apply for a certificate of educational convenience.

A school district that receives an application pursuant to [§15-825](#) shall submit the completed application to the County School Superintendent electronically, in person, or by regular mail.

LEGAL

A.R.S.

[15-802](#)

[15-816](#) *et seq.*

[15-821](#)

[15-823](#)

[15-823.01](#)

[15-824](#)

[15-825](#)

[41-166](#)

[41-5001](#)

42 U.S.C. 11301

42 U.S.C. 11432