



## Admission, Enrollment and Transfers Office of Student Services

### Admission

Enrollment takes place at the campus of assignment. **Regardless of where or with whom the student resides, if either parent or guardian lives within MISD, the campus of assignment is determined by the parent(s) or legal guardian(s) permanent place of residency.** A student may be enrolled in MISD if any of the following conditions exist:

- The student and either parent reside in the District.
- The student does not reside in the District, but one of the parents resides in the District and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the student.
- The student and his or her guardian or other person having lawful control under an order of a court reside in the District.
- The student is under the age of 18 and has established a separate residence in the District apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the student's presence in the District is not for the primary purpose of participation in extracurricular activities. In this case, the parent lives outside of the District and the student's residence determines the school of assignment. (See *Minor Living Separate and Apart*.)
- The student is a homeless child.
- The student is a foreign exchange student placed with a host family that resides in the District by a nationally recognized foreign exchange program.
- The student resides at a residential facility located in the District.
- The student resides in the District and is 18 or older or the student's disabilities of minority have been removed through marriage.
- The student does not reside in the District but the grandparent of the student:
  - resides in the District: and
  - provides a substantial amount of after-school care for the person (K-8).

### Eligibility

- The District may withdraw any student who ceases to be a resident.
- Denying enrollment to children who are not legally admitted into the United States violates the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution.
- A student who has received a high school equivalency certificate is entitled to enroll in the same manner as any other student who has not received a high school diploma.

### Enrollment

A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. The student must be identified by his or her legal surname as it appears on the student's birth certificate or in a court order changing the student's name. The following documents should be provided at enrollment:

1. Parent/Legal guardian's government issued photo ID
2. Proof of Residency in the form of a current (within the last 30 days) electric, gas, water bill or lease agreement. No other documents will be accepted.
3. Student's Social Security card – note that student social security numbers are used for purposes of the Public Education Information Management System (PEIMS); however, the District will assign the student a state-approved alternative student identification number if the student's social security number is not provided.
4. Student's shot record
5. Student's birth certificate

If the parent or guardian is unable to provide proof of his or her residency because the family is living with someone else who is the actual MISD resident, the MISD resident must complete an *Affidavit for Proof of Residency* stating that the student and family live in the MISD resident's home. In that case, the Proof of Residency (POR) must be provided by the MISD resident.

**The Affidavit for Proof of Residency must be:**

- **signed by the MISD resident in the presence of school officials; or**
- **notarized for verification of signature, if signed away from the school campus**

### **Failure to Provide Birth Certificate or other Proof of Identity**

The failure of the person enrolling the child to provide identification does not constitute grounds for refusing to admit an eligible student. However, if identifying records are not furnished within a 30-day period, the District is required to notify law enforcement and request a determination of whether the child has been reported as missing. This requirement applies regardless of the child's age.

If a child is enrolled under a name other than the name in the identifying documents, the school district is required to notify the missing children and missing person's information clearinghouse. The notice is confidential. Please note that a student must be enrolled under the student's legal surname.

### **False Information**

A person who knowingly falsifies information on a form required for a student's enrollment in the District is liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

### **Grandparent in District**

The Grandparent provision applies only to entitle a student, **Kinder – 8<sup>th</sup> grade, whose parents do not reside in the District** to admission if a grandparent does reside in the District and provides a substantial amount of after-school care for the student. This provision does not apply to high school students.

### **Homeless**

As part of the MISD enrollment process, students or their parent(s)/guardian(s) must complete a McKinney-Vento survey. If both survey questions are checked affirmatively (YES), campus personnel should forward the survey to Student Services. A person seeking definition as "homeless" under the McKinney-Vento Act must obtain verification of status from the Office of Student Services.

### **Intra-District Transfers**

In order to be considered, transfer requests for the upcoming school year **must be received in the Office of Student Services by April 1**. The decision of the Director of Campus Support shall be considered final. Transportation is not provided for students who obtain an intra-district transfer. A student transfer may be requested only one time per school year.

### **Intra-District Transfers – Children of District Employees**

The children of District employees may transfer from the attendance zone in which they live to the attendance zone in which their employee/parent works provided that the parent is a full-time employee and space for additional students is available at the receiving campus. Requests should be filed in the Office of Student Services within 30 days of the assignment of personnel. Renewal of employee intra-district transfers shall occur annually and prior to April 1 for subsequent school years.

Children of District employees hired prior to March 29, 2005, who were enrolled in a District school in the 2004-2005 academic year, shall be eligible to continue in the school of their choice as long as they have continuous enrollment, the employees remain with the District and have no break in service, and the space for additional students is available at the receiving campus. Transportation is not provided for students who obtain an intra-district (child of employee) transfer.

### **Minor Living Separate and Apart – (Student only in District)**

A student under 18 years of age may establish a residence for the purpose of attending the public schools separate and apart from the student's parent, guardian, or other person having lawful control of the student under a court order. However, the student's presence in the district may not be for the primary purpose of participation in extracurricular activities. The district is not required to admit a student under this provision if the student has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion.

**In the case of a minor living apart from his or her out-of-district parent, the *Application for Admission Minor Living Separate and Apart and Limited Power of Attorney* must be:**

- **signed by the MISD resident and the parent, managing conservator, or legal guardian in the presence of school officials; or**
- **notarized for verification of signature, if signed away from the school campus**

### **Prekindergarten**

A child of the appropriate age is eligible for a prekindergarten program if the child is:

1. unable to speak and comprehend the English language;
2. educationally disadvantaged (eligible to participate in the national free or reduced price lunch program);
3. homeless;
4. the child of an active duty member of the armed forces, including state military forces or a reserve component of the armed forces, who is ordered to active duty;
5. the child of a member of the armed forces, including state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty, or
6. is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

### **Proof of Residency (POR) Annual Verification**

All students are required to re-establish Proof of Residency annually prior to the first day of school. Campuses must notify parents in writing of the procedures for collecting POR. **Students who fail to provide proof of residency within 30 days after the first day of school will be withdrawn at the end of the 30 day time period.**

### **Relocating Students**

A student residing in District school zone A on the first day of school but moving residence to school zone B in the District after the first day of school may choose to attend school in either zone for the remainder of the current school year. Affected students who choose to remain at the zone A campus must provide an updated proof of residence and complete and return a relocation form to the campus at which they are remaining. Transportation will not be provided for relocating students who choose to remain at their zone A school for the remainder of the school year. PEIMS Clerks should code relocating students by placing a "C" (for current year) in space 10 of the Local Use Code.

A student residing in school zone A on the first day of school and planning to move to school zone B in the District **during the first 45 days of the school year** may apply to the Director of Campus Support for permission to register in school zone B for the complete year. In order to qualify, the following documents must be provided:

1. sales contract;
2. written evidence of move-in/closure date, either as stated within sales contract (existing home) or on letterhead stationary from builder (home under construction);
3. within 30 days of the closing date, satisfactory proof of residence in the form of a water, gas or electric bill addressed to the student's parent at the new address

**Students will be withdrawn if proof of residence is not provided within 30 days of the closing date listed on the sales contract/letter from builder.**