

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Active
Adopted	May 10, 2010
Last Revised	January 9, 2023
Last Reviewed	November 1, 2022

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[5\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend the school of residence in their attendance area.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[11\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[\[12\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[\[13\]](#)

Residency Eligibility

When the parents/guardians of a student reside in different school districts, the student may attend school in the district of residence of the parent/guardian with whom the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise.[\[3\]](#)

If the parents/guardians of a student share joint custody and time is evenly divided, the parents/guardians may choose which of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district shall be the one in which the student is currently living.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 22 PA Code 11.12
6. 22 PA Code 12.1
7. 24 P.S. 1303a
8. 24 P.S. 1304-A
9. Pol. 203
10. Pol. 216.1
11. Pol. 138
12. Pol. 251
13. Pol. 202
- Pol. 201