
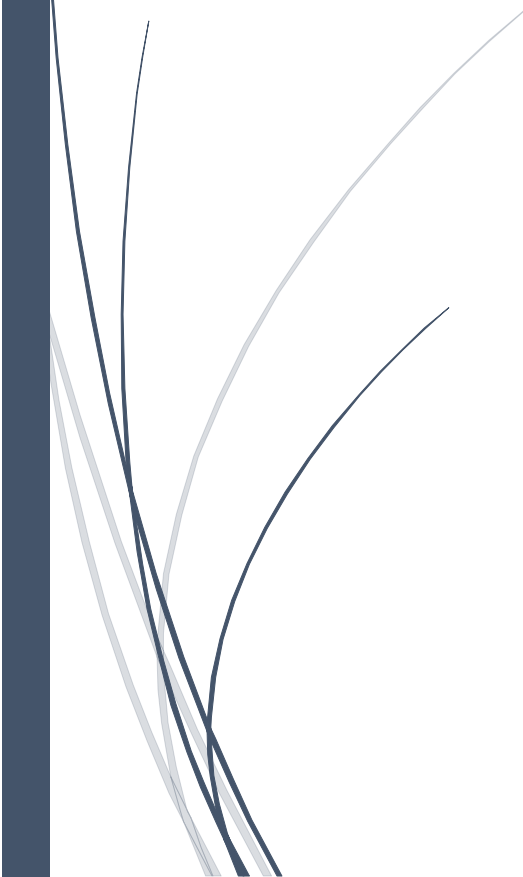




***Washoe County  
School District***



# Administrative Manual for School Employees Enrolling Students



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## DETERMINATION OF TYPE OF ENROLLMENT

Unless the child is of legal age or emancipated, the child's parent, legal guardian, temporary guardian (either court or non-court appointed), social worker if the student is in the custody of Washoe County Human Services, or foster parent (upon verification from the social worker) must be physically present and involved with the enrollment of a student.

School employees must first determine if the student is a new student to Washoe County School District (District), a transfer student from another school in the District, or a returning student to the school in which the student is enrolling and then refer to the correct corresponding procedure outlined below.

## ENROLLING NEW STUDENTS

1. **The school must verify that the student's address is in the school's attendance zone.**
  - a. Documents accepted for proof of residency are at the principal's discretion. Examples of what may be accepted are: a utility bill, car insurance, car registration, pay stub, a rent receipt, a lease, or a mortgage agreement. Any bills, insurance, pay stubs, receipts or lease agreements must be dated within the previous 12 months from the time of enrollment. Proof of residency does not need to be kept on file.
  - b. Make sure that the parent/guardian's name and address are printed on the proof of residency.
  - c. If the student and the parent/guardian are not living at their own residence, the owner of the residence must provide proof of residency (e.g., utility bill). Do not ask for a notarized statement from the owner of the residence. **Please note: A parent in transition does not have to provide proof of residency.**
  - d. If the student is living with a temporary guardian (see Guardianship Documents on page 20), the temporary guardian's residence is the student's official residence.
  - e. If the student's address **is not** in the school's attendance zone, then the school **must direct** the parent/guardian to their zone school or the School of Choice office if the parent/guardian would like to apply for a school of choice placement.
  - f. Always check the ID of the adult enrolling the student and make sure they have the right to enroll the student when enrolling new students.
  - g. Confidential Address Program students will have a letter from the State of Nevada. Please contact your Student Enrollment and Records Technician.
2. **The parent/guardian of the child MUST provide suitable proof of the child's age and identity.** Suitable proof is a certified birth certificate, a certified copy of a consular report of birth abroad, a certified state or county abstract of birth or a state or county certification of live birth (live birth-only if the parent information is listed on the document).

a. **The school MUST scan the suitable proof into OnBase.**

- If a parent/guardian refuses to allow the school to scan the suitable proof, complete the Parent Refusal to Allow Copy of Suitable Proof form and scan that form into OnBase.
- Unless the parent/guardian refuses to allow scanning of the suitable proof, the suitable proof **MUST** be scanned into OnBase.

b. **Kindergarten, First Grade, and Second Grade – Suitable proof** is required at the time of enrollment to verify the age of the child unless the student is a child in transition (CIT).

- Kindergarten, first grade, and second grade must not be allowed to enroll without suitable proof. (NRS 392.040, 392.165) Exceptions provided through conditional enrollment below.
- School employees may call the student's former public school if the student was previously enrolled and have the school fax or send an electronic copy of the suitable proof. This faxed or electronic copy may be used until the child's suitable proof is obtained by the parent/guardian and presented to the school. Please see the Thirty Day Conditional Enrollment below.

c. **Thirty (30) Day Conditional Enrollment of Kindergarteners, First Graders, and Second Graders. For CIT enrollment procedure see page 15**

A kindergartener, first grade, or second grade student may be conditionally enrolled in a school for *thirty (30) days* without suitable proof if **all** of the following steps have been taken:

- i. The student was in attendance in a **public** school before enrolling in Washoe County; **AND**
- ii. The school called the former school to confirm suitable proof was presented at the time of enrollment at that school; **AND**
- iii. The former school faxed or electronically transferred a copy of the suitable proof to the current school; if the former school did not make a copy, school personnel may fax or send an electronic copy of an affidavit testifying that they have reviewed suitable proof and the child meets the age requirements for enrolling into the District; **AND**
- iv. The parent/guardian is informed that the parent/guardian must provide a copy of the suitable proof within thirty (30) days; **AND**
- v. If the child is conditionally enrolled for thirty (30) days, the ***Agreement to Conditionally Enroll a Student*** has been completed and signed by the principal or the principal's designee and the parent/guardian or adult enrolling the student. A flag that the enrollment is conditional is placed in IC with a start

and end date. The end date must be entered upon receipt of suitable proof or the 30<sup>th</sup> day. Flags must be monitored monthly using the flags ad hoc to check what conditional enrollments still exist. Contact parents to remind them the student will be excluded from attendance at the end of thirty days if suitable proof or verification that the parent has begun the process of ordering suitable proof is not presented.

d. **Students enrolled in Pre-K**

- **Pre-K** - A preschool age child (three (3) to five (5) years may be enrolled in a preschool program as long as the child is not five (5) by August 1. There are several preschool programs that are offered by the District. The type of preschool program determines how the child is enrolled in Infinite Campus (IC).

e. **Students who have been enrolled in a Kindergarten, First Grade, or Second Grade in another state**

- NRS 392.040, Section 2, expressly prohibits districts from admitting children to kindergarten who are not five on or before August 1 of the school year.
- NRS 392.040, Section 8, only allows children who become Nevada residents after **completing kindergarten** or beginning first grade in another state to be admitted to first grade in Nevada.

f. **Students who have been enrolled in a Nevada private Kindergarten, First Grade, or Second Grade**

- **Kindergarten** students must be **five (5) years old** on or before August 1 of the school year.
  - **First Grade** students must be **six (6) years old** on or before August 1 of the school year.
  - If the student completed kindergarten in a private or public school in the previous year the student may be promoted to first grade regardless of their age.
  - **Second Grade** students must be **seven (7) years old** on or before August 1 of the school year and must have completed kindergarten and first grade to be enrolled in second grade.
  - If the student completed first grade in the previous year the student may be promoted to second grade.

g. **Grades 3 – 12** Suitable proof for verifying the age and identity of the child must be presented to the school.

- If the parent/guardian cannot provide suitable proof the school may call the student's former school and have school personnel fax or electronically transmit a

copy of the suitable proof. See Conditional Enrollment procedure on pages 4-5 of this manual.

- The school **MUST** complete the *Agreement to Conditionally Enroll a Student* form.
- If the parent/guardian fails to furnish the suitable proof within **thirty (30) days after the child is conditionally enrolled**:
  - The school must complete the *Notice of Missing Student Identification* and send to School Police. (NRS 392.165.4)
  - This student must be excluded from attendance (and not from enrollment unless the student has accrued twenty (20) consecutive absences) until the suitable proof is provided.

3. **The parent/guardian must provide an immunization record from a physician, physician's assistant, nurse, advanced nurse practitioner, or health care provider, e.g., health department/clinic.**

- a. Children In Transition (CIT) are not required to provide proof of immunization to enroll. The school nurse, clinical aide must be informed of the enrollment.
- b. Students who transfer to the District because of a military transfer of a parent or legal guardian must be enrolled regardless of whether the student has been immunized. The parent or legal guardian has the following timelines for a parent to submit the immunization certificate;
  - a. Thirty (30) school days if all immunizations can be completed with one physician visit.
  - b. One hundred twenty (120) school days if all immunizations cannot be completed with one physician visit within thirty (30) days of enrollment.
- c. The Washoe County District Health Department no longer certifies immunizations and no longer provides Certificates of Immunization. The department does, however, provide a record of immunizations that the department has given a student.
- d. If the parent/guardian does not have an immunization record, refer the parent/guardian to the Washoe County District Health Department or other health care provider for the parent to obtain a copy.
- e. **Religious Exemptions** - Any parent/guardian enrolling a student in the District and desiring exemptions from immunizations because of religious beliefs, must submit a [State of Nevada Religious Exemption](#) form to the school at the time of enrollment. The form needs to be filled out completely and signed before submitting to the school nurse or clinical aide. **Please note: The student may be enrolled immediately once the form for religious exemption has been provided.**

- f. **Medical Exemptions** - Any parent/guardian enrolling a student in the District, and requesting an exemption from immunizations for medical reasons, must submit a [Nevada State Medical Exemption](#) form signed by a physical or health care provider at the time of registration. This documentation is then presented to the school nurse or clinical aide. **Please note: The student may be enrolled immediately once the documentation has been provided.**
- g. **Personal Exemptions** – There is no provision in the law for personal exemptions from immunizations.
- h. **Review and Verification of the Immunization Record – If official immunization records are not presented at the time of enrollment the student will not be allowed to enroll unless the student is CIT, see #3a above.**
  - i. The review of immunization records **MUST** be completed by either the school nurse or clinical aide.
  - ii. If the school nurse or clinical aide is **AVAILABLE** to review the immunization record:

**Registrar/School Secretary:**

- 1) Copies of the records are to be made immediately; and
- 2) Copies are to be given to the nurse/clinical aide immediately; and
- 3) Enrolls student only if the school nurse/clinical aide informs them the child is in compliance.

**School Nurse/Clinical Aide:**

- 1) Reviews records immediately and informs registrar/school secretary if student is in compliance.
- 2) Informs parent/guardian whether immunizations are needed.
- 3) If immunizations are needed, the parent/guardian must be referred to the Washoe County District Health Department or other health care provider before enrollment can be completed.

- iii. If the school nurse or clinical aide is **NOT AVAILABLE:**

**Registrar/School Secretary:**

- 1) Make copies of the immunization record immediately.
- 2) Have the parent complete the Agreement to Conditionally Enroll a Student form. The student is conditionally enrolled until such time the nurse/clinical aide can review the record.

- 3) Inform the school nurse/clinical aide of the conditional enrollment and provides them with copy of immunization record.
  - 4) Assume immunizations are up to date unless informed otherwise by school nurse/clinical aide.
4. The parent/guardian completes the *Washoe County School District Online Registration*.
5. Optional: The parent/guardian completes *Administrative Form 5014, Residency Affidavit and Administrative Form 5013, Records Release and Request* so that the school may request records from the previous school.
6. The parent/guardian is given a school information packet. This does not replace online registration.
7. **The school verifies that the name under which the student is being enrolled is the same as the name in the suitable proof or record.**
  - a. The name under which the student is being enrolled is the same as the legal name and the name is the same in IC "as it appears" on the suitable proof. The student will be enrolled as the student's name appears on the suitable proof using both last names if two appear, a hyphen if one appears, no hyphen if one is not printed, etc.
  - b. Schools **do not** have the option to use an initial for a middle name if the middle name is stated as part of the student's legal name on the suitable proof. The student's full legal name must be recorded in IC. However, if a student has an initial as the student's middle name on the suitable proof, the initial is recorded as the middle name in IC. If no middle name or initial appears on the suitable proof, the No Middle Name/Initial verified box must be checked in IC under demographics.
  - c. Schools **do not** have the option to use dual last names (e.g., mother's last name/father's last name, "aka" or "goes by" another name in parentheses, etc.) unless it appears on the suitable proof.
  - d. Nickname must never be input in the name field but may be in the nickname field in IC. The name field is for the legal name only.
8. The Protected Identity Information field under the Identities tab in IC is where a student's legal information must be entered if the student, with parent written consent, chooses to be addressed by a different name and/or gender. The preferred name and/or gender would then be entered under Identity Information. The preferred name is separate from nickname. See Protected Identity Information in IC for step-by-step instructions.
  - a. Written consent could be in the form of an email or a note only if the email address from the parent matches the one in IC. If you take a phone call, please ask the parent to send an email or note prior to making the change. The written consent must be from both parents if parents reside in separate households. Schools must archive the written consent in OnBase in the Protected Identity file.

- b. Changes must be made under the **Identities tab** and not the Demographics tab. Changes must be made making a new identity. Please do not just change the current identity.
  - c. When you have completed this correctly, there will be two identities in the identities tab. The original one for the student with the legal name the student is not currently using and the new one that shows it is the current identity with an X in the current column and the student's preferred name.
  - d. By making sure you have done this correctly, the records employee will be able to search for the student by both the legal and the preferred name in the future should that be necessary to find the transcript as the transcript is likely to be archived under the legal name.
  - e. This is not the same process you would use for changing a nickname, e.g., James goes by Jimmy.
9. A child who is in the custody of Washoe County Human Services may be enrolled in a school under a name other than the name which appears on the suitable proof, if the court determines that to do so would be in the best interest of the child. Documentation must be provided and uploaded to OnBase in the legal file.
10. **The name on a foreign birth certificate is applied the same way as the procedure for a United States birth certificate.**
- Note: NRS 392.165** prohibits a child from being enrolled in a school under any name other than the name which appears in the suitable proof or record, **unless** the parent/guardian furnishes a court order or decree authorizing a change of name or directing the board to trustees of the school district to enroll the child under a name other than the name which appears in the suitable proof or record. The court order or decree should be uploaded to OnBase in the legal folder.
11. The school reviews the completed online registration.
- a. All required fields have been completed.
  - b. If a legal parent's name is not listed under "Father's" or "Mother's" name, that information must be completed in online registration as it appears on the suitable proof.
    - If the parent enrolling the child **refuses** to complete the information on the other legal parent (if one exists) in online registration, then politely inform the enrolling parent that unless legal documents are provided that indicate otherwise, the legal parent retains parental rights and thus does have rights to information regarding the student. Consequently, we need at least the legal parent's name in IC as a non-household relationship.
  - c. If a parent says that the child's race code is not listed, politely explain that you understand the parent/guardian's concern but unfortunately, until the federal

government changes its requirements for ethnic codes, we must use those currently required by the federal government. If the parent/guardian continues to have concerns, the parent/guardian may contact the Nevada Department of Education.

12. The school must inform the parent/guardian of the parent/guardian's right to restrict the release of directory information about the parent/guardian's child.
13. Parents must complete online registration because there are several legal notices contained within online registration. All schools must have 100% of parents complete online registration. For parents that do not have a computer at home, the school might hold a registration night or let the parents know the kiosk is available at the school site for their use. When all other avenues have been exhausted the school must contact the parent to read the questions to them and fill in the registration with the parent. Each tab, each question, must be fully read to the parent in their language. If their language is not available, an interpreter must be arranged to help with online registration. At a minimum the school must inform the parent that it is the policy of the District to forward student records, without seeking prior consent of the parent/guardian or student (if 18 years or older), to other educational agencies or institutions that have requested the records, PROVIDED the agency or institution is one where a student seeks or intends to enroll or where the student is currently enrolled or receives services. (FERPA Federal Regulation 99.34) A notice to this effect is included in online registration (See Procedures for Accessing and Releasing Student Information and Education Records.). The school must then ensure all other consents required in online registration are completed by the family prior to enrollment.
14. If a parent informs the school they made an error in Online Registration please ask them for the correct information in writing and make the necessary changes in IC and upload the proof into OnBase using the Permissions and Refusals folder.
15. If the student's prior school is outside of the District, request the records from the previous school by completing the *Administrative Form 5013, Records Release and Request* or State Records Transfer in IC. Schools must be sure to enter the address of the school so the records will come to the school, NOT to the Office of Student Enrollment and Records.
16. If the enrolling student was previously enrolled in the District, the records for the student will appear in OnBase in 24 hours.
17. Verify the student's address and other household information in IC to ensure that the information is in the correct format and also that the enrollment code is correct. **Do not** change any household information **without notifying** other schools that have children in that household.
18. Use the search function to check to ensure the student and the student's household information is not duplicated in IC.

## **ENROLLING A STUDENT TRANSFERRING FROM ANOTHER DISTRICT SCHOOL IN THE SAME SCHOOL YEAR.**

1. Follow the same procedure for Enrolling New Students section on page 3.

2. Suitable proof is NOT necessary if it is in OnBase.
  - a. If the suitable proof is not in OnBase, the suitable proof is required prior to enrollment.
  - b. If the student has already been enrolled prior to checking for the suitable proof or being able to see the suitable proof in OnBase:
    - i. The parent/guardian must be informed that the suitable proof must be provided to the school within 30 days, or the child will be excluded from attendance (not from enrollment unless the student has accrued 20 consecutive absences).
    - ii. See page 3#2 for definition of suitable proof.
3. If the clinical aide or school nurse are present, ask to check immunizations to ensure they are current. If the immunizations are not current, the student will not be enrolled. If the clinical aide or the school nurse is not available the student may be enrolled and then if the student is not compliant when the health office reviews the immunizations, the student must be excluded from attendance (not enrollment) (see (3)(h) on page 7).
4. The school may be unable to enroll the student in IC because the student is not withdrawn from the previous school.
  - a. If the school is unable to enroll the student in IC because the student has not been withdrawn the enrolling school must contact the previous school.

## **RE-ENROLLING THE STUDENT INTO THE SAME SCHOOL IN THE SAME SCHOOL YEAR**

1. Follow the same procedure for Enrolling New Students section on page 3 of this manual.
2. A student who withdraws and returns to the same school in the same school year does not need to provide proof of identification if the suitable proof is in OnBase and an employee is able to identify the student and the parent/guardian based on the proof in OnBase.
3. A new record of immunization must be provided if the current one is not in compliance. See page 7 of this manual for procedures for processing immunization records.

## **ADDITIONAL INSTRUCTIONS FOR SPECIAL ENROLLMENT SITUATIONS**

### **Enrolling Students the LAST SIX (6) WEEKS OF THE SCHOOL YEAR**

Students who are presented for registration any time during the school year should be enrolled. If there is a question regarding the placement of the student, the principal should consult with the principal's respective Area Superintendent.

### **Enrolling Five-Year-Old Students in Kindergarten**

- a. Kindergarteners **must be five (5) years of age on or before** August 1 of the school year.

- b. Kindergarten students who enroll during the last six weeks of school will need to complete a full year of kindergarten the following school year.
- c. If a student **completed** Kindergarten and has been promoted to first grade from an **out of state** private or public school and the student DOES NOT meet the age requirement. The student **can** be enrolled in first grade. Written proof of completion of kindergarten must be provided and scanned into the ES transcript section of OnBase.

### Enrolling Six Year Olds

1. If a child is six (6) years of age on or before August 1 of the school year, the student **must:**
  - a. Be admitted to the **first grade** at the beginning of that school year, if the student **has completed** kindergarten in the Public or Private School; or
  - b. Be admitted to kindergarten if the student has not completed kindergarten.
2. A child who becomes a resident of this state after completing kindergarten or beginning first grade in another state in accordance with the laws of that state may be admitted to the grade the student was attending or would be attending had the student remained a resident of the other state regardless of the student's age. Written proof must be provided and scanned into the ES transcript section of OnBase.
3. If a student **completed** kindergarten and first grade and has been promoted to second grade from an **out of state** private or public school and the student DOES NOT meet the age requirement. The student **can** be enrolled in second grade. Written proof must be provided of the completion of both kindergarten and first grade. The written proof must be scanned into the ES transcript section of OnBase.

### Enrolling Seven Year Olds

If a child is seven (7) years of age on or before August 1 of the school year, the student **must:**

- a. Be admitted to the **second grade** if the student has **completed first grade**.
- b. Be admitted to first grade if the student has completed kindergarten but not first grade.
- c. If the parent/guardian has waived the child's attendance from kindergarten, the child may undergo an assessment to determine if the child is prepared developmentally to be admitted to first grade. If the child is prepared, the child is admitted to first grade. If the child is not prepared, the child must be admitted to kindergarten.
- d. A child who becomes a resident of this state after completing kindergarten or beginning first grade in another state in accordance with the laws of that state may be admitted to the grade the student was attending or would be attending had the student remained a resident of the other state regardless of the student's age, unless the board of trustees of the school district determines that the requirements of this section are being deliberately circumvented.

### **Enrolling a Student from an Indian Reservation**

1. The Board of Trustees of a school district shall, upon application, allow any pupil who resides on an Indian reservation located in two or more counties to attend the school nearest to the pupil's residence, without regard to the school district in which the pupil's residence is located. (NRS 392.015)
2. The student must remain enrolled in the school for the full year.
3. This does not apply to a pupil:
  - a. Who is ineligible to attend public school pursuant to NRS 392.4675 (suspended or expelled from school), or
  - b. Who resides on an Indian reservation pursuant to an order issued by a court of competent jurisdiction in another state adjudging the pupil to be delinquent and committing the student to the custody of a public or private institution or agency in this state.

### **Enrolling an International Exchange Student - See Policies, Regulations, and Procedures Governing International Exchange** and contact Student Enrollment and Records Designee.

### **Enrolling a Student from Out of Country - See Administrative Procedures: English Learners**

### **Enrolling a Home-Schooled Student into High School as a Full-Time Student at the Beginning of the Year - See Administrative Procedure 6234 -**

### **Private, Charter or Home School Enrollment in a District Class.**

### **Home/Hospital (Homebound)**

A student who is homebound remains enrolled in the student's school of enrollment. Contact Student Enrollment and Records Designee.

### **Jan Evans**

1. For the first 10 days of the student's incarceration:
  - a. The student will remain at their zone school, and their attendance is marked as AEL.
  - b. The student is also enrolled at Washoe Inspire-Jan Evans with a start status of RC and service type S: Partial.
  - c. When the student leaves Jan Evans, Washoe Inspire will withdraw using end status W1b.
  - d. The student will continue enrollment at their zone school and attendance is no longer marked AEL.

2. Students who are incarcerated 11 days or longer:
  - a. The zone school will withdraw the student using end status W1b on the 11th day of AEL.
  - b. Washoe Inspire will enroll the student with start status E1 on the next instructional day.
  - c. When the student is released from Jan Evans, Washoe Inspire will withdraw the student with an end status of W1B.
  - d. The zone school will re-enroll the student with a start status of R2.

### **Enrolling Nonpublic School Students (e.g., home-schooled, private school or charter school students) as Part-Time Students**

1. All enrollment procedures for enrolling students into District schools apply to nonpublic school students enrolling in District schools part time. *See Administrative Procedure 6234, Private, Charter, or Home School Enrollment in District Class.*
2. Student Enrollment and Records submits these students quarterly for payment to the NDE for supplemental attendance.
  - It is imperative that all nonpublic school students are designated correctly in the student information system (Infinite Campus). Contact Student Enrollment and Records for these designations.

### **Enrolling Children in Transition Students**

1. **Birth Certificate, immunization documentation, and previous school records may not be readily available for children in transition that are new to the district.**
  - a. Children in Transition (CIT) students have the right to enroll immediately, even if they do not have required documents, such as birth certificate, immunization records, medical records, proof of residency, guardianship/caregiver documents.
  - b. The term enroll includes attending classes and participating fully in all school activities. Contact district CIT Office for more information as needed.
    - i. Schools will enroll an unaccompanied CIT student immediately.
    - ii. Uniform or dress code requirements should not delay enrollment for CIT students. Schools should develop sensitivity toward the needs of the children. Please notify district CIT Office if any assistance is needed.
  - c. In lieu of suitable proof (see page 3 for definition) alternative identification may be accepted on a **temporary basis**. The alternative identification documents may include an original hospital certificate, birth announcements, a family bible, or other documents that include age information. The schools must immediately assist in obtaining suitable proof by contacting the previous school and referring the student to the CIT office. Contact district CIT Office for more information as needed.

- d. By definition, CIT students lack a permanent address. A permanent address is **not required** for school enrollment.
  - e. If no address exists use the school address, i.e., living in an automobile. It is important to try to secure the name of an emergency contact or a phone number and/or address/location where they can be reached in case of an emergency.
  - f. For the first enrollment of the school year, CIT students enroll in the school that is within the zone of attendance where the child is actually living/staying.
  - g. CIT students can remain at the school of origin for as long as the child remains CIT and may roll up to the school in which the current school feeds if the student remains CIT.
  - h. The school office employee should assist in online registration so that the child may attend school **immediately**.
2. **The school office employee must enroll the student and notify** the principal, the CIT office, the School Site Advocate, the counselor, nurse, and other appropriate school district personnel when a CIT child is admitted to school.
3. The WCSD Children in Transition Eligibility Referral form is to be completed, verified, and signed by the School Site Advocate and principal and sent to the CIT office.
4. CIT student who has moved from one attendance zone to another may continue to attend the student's school of origin for the remainder of the school year to the extent feasible, and if in the best interest of the child.
- a. Once identified CIT, status continues for the student for the remainder of the school year **even if permanent housing is secured**.
  - b. The School Site Advocate is to contact transportation and fax the CIT Transportation form to coordinate bussing.
  - c. Based on bus availability, transportation may be provided for CIT kindergarten and district preschool children.
5. The school nurse and/or the District Student Health Services should be notified by the school office employee and School Site Advocate when a CIT student is enrolled in order to help develop employee awareness and sensitivity to the unique need of CIT students as well as help with the needs of the student such as immunizations.
6. Immunization records:
- a. The school should assist with the acquisition of the immunization records. The CIT student may be enrolled without immunization records.

Every effort should be made to reduce duplication of health services. Dates for immunizations and boosters should be diligently sought and made available to schools in a timely manner.

## Enrolling Foster Children

1. Pursuant to NRS 392.040, a child's legal guardian or other person in the State of Nevada having control or charge of any child may enroll the child in public school. Washoe County Human Services (WCHS) is the legal custodian of foster children. Foster parents are licensed by WCHS to provide care and maintenance to foster children.
  - a. As an agent of WCHS, a caseworker may enroll a child who is in the agency's custody. The caseworker will provide the school with identity of the child's foster parent and any visitation restriction that might be in place. The Unity Foster tab in IC will also have information regarding the student in foster care.
  - b. A foster parent **may** enroll the child, **provided** there is a *Placement Change* form or *Placement Letter* from WCHS that states that the foster parent can enroll the student. Similarly, employees of the Kids Kottage Emergency Shelter may enroll the child with a completed *Placement Change* form or *Placement Letter*.

**Note:** Caseworkers will always have a WCHS badge and if this is the first time the caseworker has been to the school with the child, the caseworker will either have a letter connecting the caseworker to the child or will be connected to the child in IC through the student's non-household relationships. Take a copy of the badge and the letter if available and scan into OnBase in the legal folder.

  - c. The child's parent(s) may accompany the caseworker or the foster parent and the parent may complete online registration.
  - d. Students may be enrolled with notification from WCHS that a person other than the parent has the right to enroll the child. Many times, this comes in the form of a Present Danger or Safety Plan for the student instead of a Placement Change form or Placement Letter. However, the Placement Change Form or Placement Letter are still sufficient to conditionally enroll the student for 30 days until the court order is received.
2. Children enrolling in kindergarten, first grade, or second grade for the first time must have proof of age and identity. If a birth certificate is not available, the placement letter or court document is acceptable. WCHS will provide all available documents to the school.
3. Children transferring from other districts to Washoe County School District schools must also have proof of age and identity.
4. A child living with a non-relative with no legal guardianship may be an appropriate referral to WCHS.
  - a. Circumstances to be considered would include the child's status with Juvenile Probation, willingness of non-relative to secure guardianship or foster parent status, and willingness to care for the child.
  - b. School employees may discuss these cases with WCHS employees.

5. Enrolling school office employee must notify the school site administrator, the counselor, nurse, and other appropriate school district personnel that the student is a foster child. The school site administrator or the administrator's designee will work with the district foster care liaison and school personnel to implement the Protocol for Serving Children in Foster Care.
6. Foster students are identified on the Unity Foster tab in IC. This tab is updated by a nightly process between the WCHS system, Unity, and the District System, IC.
7. The school office employee must end date the foster parent in households and relationships in IC when the student is no longer in a foster home. Notification occurs by letter to the school site either hand delivered or in the mail. Care must be taken when end dating the relationship in IC with the foster parents so as not to end date other foster children from the foster parent that they are fostering.
8. Health Services – Every effort should be made to reduce duplication of immunizations by being sure to check all sources that immunizations have not been received. For example, if a student presents without immunizations check previously enrolled schools and WEB IZ before referring for new vaccination. Dates for immunizations and boosters will be diligently sought by WCHS employees and made available to schools in a timely manner.
  - a. WCHS caseworkers will provide all available immunization information to the school for each foster child in their care.
  - b. In most cases, the parent retains the right to authorize medical treatment unless there is a court order terminating parent rights. However, if the parent's decision or refusal to make a decision jeopardizes a child's safety, the social worker can take the matter before the court.
9. Zoning – A foster student is not bound by zoning requirements. No matter where the student is currently residing, the foster student may attend the student's school of origin.
10. Transportation – To the extent feasible, the District's transportation department will utilize available resources to transport foster students.

### **Enrolling a Married Minor**

1. A married minor may enroll without parental permission as long as a marriage certificate is provided for proof. The marriage certificate should be uploaded into OnBase in the legal folder. A court order of emancipation must be presented in order to enroll, and the court order uploaded to OnBase in the legal folder.
2. A married minor may excuse the student's own absences through writing absence notes. A court order of emancipation must be presented in order to excuse absences and the court order uploaded to OnBase in the legal folder. Parents/guardians can also provide permission to excuse absences. The parental/guardian permission is uploaded to OnBase under permissions.
3. It must be noted that a married minor spouse is not the "parent" or "guardian" of that minor student. The spouse is not a parent/guardian. The spouse does not enroll or write notes for a student.

4. A married student is not automatically emancipated. Emancipation requires a process through the court system and does not exempt a student from compulsory attendance nor does it disallow the rights of the parents as provided by FERPA.

### **Parental Disputes Over Enrollment**

1. Students may not be withdrawn from school or enrolled in another school to satisfy parent custody arrangements or due to parental disputes regarding school of enrollment. This disrupts the learning process for the child. The only exception to this rule is a court order suggesting a different school and if the school can accommodate the student. The primary parent or guardian in IC may withdraw and reenroll the child in his/her zoned school if there is no dispute by the other parent or guardian with equal legal rights, provided the primary parent provides the required residency paperwork.
  - a. If a student is enrolled in a school and the withdrawal and enrollment are recorded in IC prior to the school receiving written notice from the other parent of the dispute, the student stays at the new school until the parents resolve the matter by mutual agreement or through court intervention.
  - b. If a student is still enrolled in a previous school (including summer rollover as enrollment) where both parents lived in the school zone and the primary moves to a new zone but does not enroll the student in the new school zone prior to the secondary parent challenging the new enrollment in writing to the school, the student shall remain at the originally zoned school and the secondary parent is switched to primary until the dispute is resolved.
  - c. If a student is still enrolled in the previous school and the primary moves and is no longer in the zone and the secondary is also not in the zone, the student will go to the primary household's new zoned school even if there is a dispute until the dispute is resolved by mutual agreement or through court intervention.
2. The District will not intervene in domestic matters and shall remain neutral in enrollment decisions. If parents have a dispute over where a child is to be enrolled, the parents must come to a mutual agreement as to the enrollment decision or go back to court to settle the matter. Parents should not involve District employees in their domestic disputes and should work together to find resolution in the best interest of the child.

### **CHANGING GRADE LEVEL, PROGRAM, OR RETENTION DURING THE CURRENT SCHOOL YEAR**

1. **Changing Grade Level** - If the student needs a grade level change for any reason during the school year, the student must be withdrawn W1a on the last day of attendance in that grade level and re-enrolled R2 in the new grade level in IC.
2. **Retention during the current school year see Retained Student IC Designation.**

## **REQUIRED DOCUMENTATION FOR STUDENT ENROLLMENT**

### **SUITABLE PROOF**

1. Copies of documents presented to verify the student's identity and birth date **must** be uploaded into OnBase in the birth certificate folder (see page 3 for definition of suitable proof).
2. If a parent/guardian refuses to allow the school to make a copy of the suitable proof, complete the Parent Refusal to Allow Copy of Suitable Proof form and upload into OnBase in the birth certificate folder.

### **GUARDIANSHIP DOCUMENTS**

1. Copies of guardianship documents, court appointed, or the Appointment of Short-Term Guardian by Parent form are to be uploaded into OnBase in the temporary guardian folder.
2. Copies of guardianship or court appointed documents are to be uploaded into OnBase in the legal folder.

### **PROOF OF RESIDENCY/VARIANCE FORMS**

1. Documents demonstrating proof of residency do not need to be maintained.
2. Out of District variance forms are to be uploaded into OnBase in the out of district folder.

### **IMMUNIZATION RECORD**

1. The Immunization Record or other health records must be provided to clinical aide, school nurse, or other designee of the Department of Student Health Services for review.