

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

5150

STUDENT ADMISSIONS

The District shall provide a public education to all persons residing in the District between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the District. A completed admission package and proof of residency are required before admittance is granted and may be required throughout the student's career in the Rye City Schools. Eligibility of homeless children to attend District schools shall be determined in accordance with federal and state law and regulation; see policy 5151, Homeless Children, for guidance.

Upon registration, all new students shall be enrolled and begin attendance the next school day or as soon as practicable. Students or their parents/guardians/persons in parental relation are required to present within three business days:

1. Documentation of age: a birth certificate (original or certified transcript, including a foreign birth certificate) or a passport (including a foreign passport). If neither of these is available, the District may consider other evidence, which has been in existence for at least two years, such as: an official driver's license, government-issued identification, school photo I.D. with date of birth, consulate identification card, hospital or health records, military dependent I.D. card, documents issued by government agencies, court-issued documents, Native American tribal documents, or records from non-profit international aid agencies or voluntary agencies, an adoption record, or previously verified school records;
2. Record of immunizations (see policy 5420.1, Immunizations, for more on immunizations) and a health certificate from a licensed physician, physician assistant, or nurse practitioner; and
3. Documentation of District residency: A minimum of three (3) forms of documentation are required as proof of residency. More than three (3) may be required by the registration official. Examples of acceptable forms of documentation include, but are not limited to, mortgage/deed or lease documents to a house/condominium/apartment, a statement by the parent/guardian's landlord, property owner or co-tenant, or a statement by a third party relating to physical presence in the District, a pay stub, income tax form, telephone or utility bills or other bills, membership documents based upon residency, official driver's license, learner's permit, or non-driver identification, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document, or a state- or other government-issued ID, documents issued by federal, state, or local agencies, or judicial custody orders or guardianship papers showing residency.

The District shall not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent, or the person in parental relation, in any forms, meetings or other communication, at the time of and/or as a condition of enrollment.

The District shall review all submitted documentation, and make a determination of a student's eligibility to attend District schools as soon as possible, but within three business days of initial enrollment, or four days if the documentation is presented on the third day. The District may verify documentation of age from a foreign country, but will not delay enrollment during verification. At any time during the school year, notwithstanding any prior determination to the contrary, the District may make a determination that a student is not eligible to attend the District's schools, subject to the procedures outlined in the regulations of the Commissioner of Education.

The District shall post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the District website, and shall provide such materials to all parents/guardians/children who request enrollment in the District.

If the parent/guardian of a student seeking to enroll is limited English proficient, the District will meaningfully communicate material information about enrollment as required by federal law. The District will also provide parents/guardians of all newly enrolled students with appropriate information, including student handbooks, and information about access to special education services.

Resident: A resident student is one whose legal residence is within the boundary of the District and whose parents/legal guardian have the same legal residence or who is living with a person who has custody of the student and who has a legal residence within the District, except that a student moving into the District without his/her parents for the primary purpose of attending District schools shall be classified as a non-resident and will be required to pay tuition.

Any Rye City School District student who is subsequently found to no longer reside within the Rye City School District boundaries will only be permitted to continue to attend District schools if the requirements of policy 6254, Non-Resident Students, are met and the student's parent/guardian immediately pays tuition, including all tuition fees retroactive to the date the student became a non-resident.

Custodian: If a child will be under the care of a custodian, the District must ask the parent to complete a Parent Affidavit as to why he or she is surrendering care, custody and control of the child. The parent affidavit must be signed and notarized.

The District must also ask the person with whom the child will be living, the custodian, to complete a Custodian Affidavit as to why he or she is accepting the care, custody and control of the child who will be living with him or her. The custodial affidavit must be signed and notarized.

Emancipated Minors: In addition to having a legal residence in the District, a child over the age of 16 and under 18 shall provide documentation in the form of an affidavit of emancipation which

includes the child's age, his or her means of support, and an explanation of the circumstances surrounding the student's relationship with his or her parents. Evidence that the child is not receiving any support from parents (except by a court order that also acknowledges the student's right to receive support as an emancipated minor) is also relevant in making a determination regarding emancipation. The District reserves the right to contact parents of a student applying for status as an emancipated minor as part of its investigation of eligibility. In any case, proof of eligibility for public assistance as an emancipated minor may be sufficient to establish emancipation for the purposes of school admission.

New Resident: A family expecting to move into the District after the start of the school year may request non-resident status and pay tuition in advance of attendance until the occupancy of the new place of residence. As a tuition student, tuition must be paid and a prorated refund will be provided by the District at such time that residency in the District is verified.

Leaving District: If a family moves out of the District after the start of school year, tuition will be paid and prorated from the date of departure to the end of the school year except that, if the family moves out after the end of the first semester, any resident student in Grade 12 may remain to the end of the year, without payment of tuition.

Homeless Children: Children may be eligible to attend the Rye City School District tuition-free if they meet the requirements of policy 5151, Homeless Children. Homeless students who are not entitled to attend District schools under federal and state laws may be considered for non-resident enrollment in accordance with policy 6254, Non-Resident Students.

Non-resident: A non-resident may apply to attend the Rye City School District as a tuition-paying student in accordance with policy 6254, Non-Resident Students.

International Students with F-1 Visas: No F-1 students will be admitted into grades K-8. F-1 students may be admitted to the high school for one academic year upon the payment of the non-resident tuition for that year.

International students coming to the District for purposes of a cultural exchange program, under a J-1 Visa, refer to policy 5152.1, Admission of International Exchange Students.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school. A non-veteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Cross-ref: 5151, Homeless Children
5152.1, Admission of International Exchange Students
5420, Student Health Services
5420.1, Immunizations
6254, Non-Resident Students

Ref: Education Law §§903; 904; 3202; 3208; 4402(8)
Public Health Law §2164
8 NYCRR §100.2(y)
Student Registration Guidance, New York State Department of Education, August 26,
2010, www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf
Educational Services for Recently Arrived Unaccompanied Children, New York State
Education Department, September 10, 2014
Information on the Rights of All Children to Enroll in School, U.S. Departments of
Education and Justice, Revised May 8, 2014,
<https://www2.ed.gov/about/offices/list/ocr/docs/qa-201405.pdf>
Fact Sheet I and II: Information on the Rights of All Children to Enroll in School, U.S.
Departments of Education and Justice, May 2014,
<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf>
Plyler v. Doe, 457 US 202 (1982)

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