

Policy 3000: Entrance, Placement and Transfer

Status: DRAFT

Original Adopted Date: Pending

This draft policy will replace Policy 502 Proof of Age and Identification, Policy 517 Grade Placement for Transfer Students, and Policy 636P Public School Choice Administrative Regulations.

SECTION 1. ENTRANCE, DATE, AND AGE

1.1 All students enrolling in kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the "school age" requirement, will be allowed to enter the first grade.

1.2 For students with disabilities who qualify for special education and related services under IDEA and subsequent amendments thereto, and applicable state and federal regulations, "school age" will begin at the age of three (3) and continue through the semester of school in which the student attains the age of twenty-one (21) years.

SECTION 2. INITIAL ENROLLMENT

2.1 Immunization records or an appropriate waiver and birth certificate are required for admission to all District schools (subject to provisions of McKinney Homeless Assistance Act). Communication of the requirement for immunization records or exemptions shall comply with District Policy 3525.

2.2 If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall:

- Notify the person enrolling the student in writing that he or she must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.
- Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity.

2.3 If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he or she has an additional ten days to comply.

2.4 If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports.

2.5 Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

2.6 A student transferring to schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

SECTION 3. ADVANCED ENROLLMENT FOR MILITARY DEPENDENTS

3.1 Any member of the United States Armed forces who has received transfer orders to a location in Idaho and will, upon such transfer, reside in the District's attendance boundary may enroll his or her child in the District regardless of where the child resides at the time of enrollment.

SECTION 4. TRANSFER

4.1 Elementary and Middle Level Grades: Student records from state-approved or accredited schools will be accepted upon receipt of the official transcript or record which includes the subjects completed and grades earned in those subjects.

4.1.2 Students transferring to the Caldwell School District from non-state-approved schools, public, private, or parochial, may be required to demonstrate proficiency in the subjects required by the state and/or District for placement at the appropriate grade level.

- a. The demonstration of proficiency may include, but not be limited to, standardized tests, locally prepared tests, and/or oral tests conducted by a single teacher or group of teachers within the school district. Other modes of assessment may be utilized as appropriate.

4.2 Secondary Grades (9-12): Requests for the transfer of credits from any secondary school shall be subject to a satisfactory examination of the following items below. Only credits earned from accredited institutions will be accepted towards the completion of District graduation requirements.

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. An appropriate evaluation of student performance leading towards credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

SECTION 5. TRANSFER FROM PERSISTENTLY DANGEROUS SCHOOLS

5.1 If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents/guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

5.2 Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Supporting Links

IDEA - Individuals with Disabilities Act - <https://simbli.eboardsolutions.com/SU/EqQzGM35BjVOspLg9368GA==>

Idaho Code § References

	Description
18-4511	School Duties - Records of Missing Child - Identification Upon Enrollment - Transfer of Student Records - https://simbli.eboardsolutions.com/SU/c1vDbwA3U2XUpG0nyChZGQ==
33-201	School Age - https://simbli.eboardsolutions.com/SU/Vpo5fQYH9Yc1Nyz1LslshleqA==
33-209	Transfer of Student Records - Duties - https://simbli.eboardsolutions.com/SU/im2l8Pv1Uy3slsh7TfEYd5apluA==
33-525	Advance Enrollment for Military Dependents - https://simbli.eboardsolutions.com/SU/OnVHEKPKiFgoXhjh1aa6eA==
39-4801	Immunization Required - https://simbli.eboardsolutions.com/SU/xPIJ59jf3GfUDL6RFXDLJA==
39-4802	Immunization - Exemptions - https://simbli.eboardsolutions.com/SU/lslshTXeY9yzL2bBA5SATIYMw==

USC - United States Code References

	Description
20 USC § 6313	Eligible School Attendance Areas - https://simbli.eboardsolutions.com/SU/uvv2tNVwnMmm43Gj32Dow==
20 USC § 7912	Unsafe School Choice Option - https://simbli.eboardsolutions.com/SU/slshyBlMlJ0O5pluxMN5mQ0Kqw==
42 USC § 11432	Grants for State and Local Activities for the Education of Homeless Children and Youths - https://simbli.eboardsolutions.com/SU/pl10eNcWDFnEmUda8RopPA==

Idaho Constitution References

	Description
Article IX , Section 9	Compulsory Attendance at Schools - https://simbli.eboardsolutions.com/SU/2oW2YuvBbmwcr6856LtiTw==

Cross References

Description

3060	Education of Homeless Children - https://simbli.eboardsolutions.com/SU/Ml3ly798G6i6PqU6WQjL3w==
3525	Immunization Requirements - https://simbli.eboardsolutions.com/SU/0XOQ4QxSH1UNLERTWf9IkA==
3525E-E(1)	Guide to Immunizations Required for School Entry - https://simbli.eboardsolutions.com/SU/otEMnotOq4nCTbslshcTu2nyw==