

SCHOOL ADMISSIONS

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law, Board policy, or as governed by established district open enrollment guidelines and state law.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.)

Students admitted to the District's elementary and secondary schools shall present immunization records as required by law. Students entering kindergarten in the District shall also be requested to provide evidence that they have had their eyes examined by an optometrist or evaluated by a physician.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If insufficient academic transcript information is available, students may be required to take appropriate academic tests to assist in making a placement.

The District shall not unlawfully discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, parental or marital status, homelessness status, any physical, learning, emotional or mental disability, or any other legally-protected status or classification. This does not, however, prohibit placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

ADOPTED: November 26, 1979

REVISED: October 28, 1985 July 27, 1987 October 23, 1989 December 17, 1990
June 24, 1991 January 28, 2002 April 22, 2013 February 26, 2020

LEGAL REFERENCES:

Wisconsin Statutes

- [Section 115.997](#) [interstate compact on educational opportunity for military children]
- [Section 118.13](#) [student nondiscrimination]
- [Section 118.135](#) [eye examinations for students entering kindergarten]

Section 118.14	[age of students for admission]
Section 118.145	[high school admission; includes private school and tribal school students taking high school courses]
Section 118.51	[full-time public school open enrollment]
Section 118.52	[part-time open enrollment]
Section 118.53	[attendance in public school courses by home-based private educational program students]
Section 120.13(1)(f)	[authority to deny admission of student during term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.77	[admission of nonresident students]
Section 121.84	[admission of nonresident students; tuition waivers]
Section 165.68	[address confidentiality program]
Section 252.04	[immunizations required upon school admission]

Wisconsin Administrative Code

[PI 9.03\(1\)](#) [student nondiscrimination in school admission policies]

Federal Laws

[McKinney-Vento Homeless Education Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act [[20 U.S.C. §6311\(g\)\(1\)E](#) and [§6312\(c\)\(5\)](#)]
[educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [[42 U.S.C. §671\(a\)\(10\)](#) and [§ 675\(1\)\(G\)](#)] [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

CROSS REF.: JEC-R(1), Procedures for School Admissions
JEC-R(2), Procedures for Placement of Transfer Students
JEC-E, Proof of Residency Form
JB-R, Discrimination Complaint Procedures
JEB, Entrance Age
JECA, Admission of Non-Resident Students Other Than Open Enrollment Students
JECB, Full-time Public School Open Enrollment
JECBA, Part-time Open Enrollment
JECC/JECD, Assignment of Students to Schools and Classes

REVIEW DATE: February 26, 2020

PROCEDURES FOR SCHOOL ADMISSIONS

A. Enrollment Process

The following steps will be followed when enrolling new-to-the-district students:

1. Online Registration Form Completed
2. Meeting Scheduled with Home School Administrative Assistant (Location to be communicated)
 - a. Verification of enrollment information completed
 - b. Records request paperwork completed (if appropriate)
 - c. Tour of school (if requested)
 - d. Collection of school fees (cash, check, or credit card accepted)
 - e. Translation services provided (if needed)
3. Verification of Residency and Date of Birth
 - a) Completion of [Proof of Residency Form](#)
 - b) Proof of Residency (one of the following required and must be original copies)
 - i. Current wage statement or W2 end-of-year earnings statement in the name of the parent/guardian with the address provided at registration.
 - ii. Current utility bill (i.e., water, gas, electric, cable/satellite or landline phone – cell phone bills not acceptable) in the name of the parent/guardian with the address provided at registration.
 - iii. Current property tax bill or lease agreement in the name of the parent/guardian with the address provided at registration. Expired leases are not acceptable.
 - iv. Government correspondence
 - c) Child's original birth certificate – federal law requires that information must be recorded from an original birth certificate – no copies accepted
 - d) Immunization Records
 - e) Custody/Guardianship documents (if appropriate)
 - f) Evidence of evaluation by licensed optometrist or physician (Required for children entering Kindergarten or public schools for the very first time.)

Legal Requirements

School Districts may request the documents as listed above in order to verify minimum and maximum age requirements, verify residency, and to better determine grade and program placements. Although a school district may request the documents as listed, a district may not prevent or discourage a child from enrolling in or attending school because he or she lacks a birth certificate or other such records or, has records that indicate a foreign place of birth, such as a foreign birth certificate.

2/26/20

PROCEDURES FOR PLACEMENT OF TRANSFER STUDENTS

A. Grade Placement

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the guidance counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. High School Placement

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District. High school credit for work completed while in a home-based private educational program will be based on an assessment of all information that is made available to District staff in light of the District's high school curriculum and course standards.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course.

C. Age and Social Emotional Consideration

In making the placement decision under the above provisions, the building principal or designee may also consider the age, mental ability, social and emotional development and academic progress of the student. Placement shall be discussed with the adult student or the parent/guardian of a minor before becoming effective.

D. Interim Placement Period

Each student placed in the District from schools or educational programs outside the District shall have an interim period of 45 days to demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal (in conjunction with the Director of Education and Pupil Services) may make a placement revision.

E. High School Diploma

A Jefferson High School diploma shall be awarded to a student who has attended Jefferson High School (grades 9 through 12) for a minimum of four full semesters, two of which must be the last semesters preceding graduation. For students who do not meet the requirement for enrollment, eligibility for a diploma shall be determined by the high school principal based upon a review of the student's history.

HOME-BASED PRIVATE EDUCATION PROGRAM TRANSFERS

For the purpose of these procedures, a home-based private educational program shall be that which is defined in state law. These procedures apply to students who enter or re-enter the School District of Jefferson after having participated in a home-based private educational program in accordance with state law.

A. Documentation

Students transferring to the School District of Jefferson from a home-based private educational program shall provide the district with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned and results of standardized testing. Students shall be placed in the appropriate grade level and/or courses based on the district's assessment of all appropriate information identified in these procedures.

Students who have been in attendance in a home-based private educational program shall furnish the building principal or designee with the following documentation of the home-based private educational program:

- a) A copy of the home-based private educational form (Wisconsin DPI Form PI-1206, Rev. 1-86);
- b) A copy of the school calendar that verifies that each school term of home-based education instruction consisted of a minimum of 875 hours;
- c) Copies of the sequential curriculum that was taught in the mandated subject areas; and
- d) Records of student performance for each course taken.

B. Placement

Upon receipt and review of the above documentation, the building principal or designee may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level.

Acceptable evidence of home-based instruction shall be recorded as credit only. Grades and grade point averages for home-based instruction students shall not be used in calculating the student's class standing.

HOMELESS CHILDREN AND YOUTH PLACEMENT

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

A. District Liaison for Homeless Children and Youths

The Director of Special Education and Pupil Services has been designated as the District's liaison for homeless children and youths and will ensure that:

- a) Homeless children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
- b) Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the District.
- c) Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
- d) The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- e) Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
- f) Enrollment disputes are mediated in accordance with legal requirements.
- g) The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

B. Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

- a) The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in the school that nonhomeless children/youths who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section III below.

- b) The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary immunization or medical records.
- c) The homeless child/youth shall be placed in an appropriate grade level by the school principal or designee, using the same procedures that are used for placing nonhomeless children and youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
- d) Once enrolled, homeless children/youths shall have all the rights and privileges of nonhomeless children attending school in the District and shall be subject to the same school rules and regulations.

C. School Selection or Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

- a) The homeless child, youth, parent/guardian shall be referred to the District's liaison for homeless children and youths, who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.
- b) The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the District Administrator. The decision of the District Administrator shall be final.

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the District Administrator, whose decision on the appeal shall be final.

2/26/20

PROOF OF RESIDENCY FORM

The information below outlines the School District of Jefferson procedure for determining residency for students who are new to the district, those who are requesting to open enroll or students that have an address change. Students in any of these scenarios may be required to provide proof of residency. If required, students will not be officially enrolled until documentation is provided.

ACCEPTED DOCUMENTS:

ONE of the following is required by a parent/guardian wishing to enroll their child(ren) with the district. Documents must coincide with child's registration information and **must be original copies**:

1. Current wage statement or W2 end-of-year earnings statement in the name of the parent/guardian with the address provided at registration.
2. Current utility bill in the name of the parent/guardian with the address provided at registration. Acceptable utility bills include a bill for water, gas, electric, cable/satellite, or landline phone. Cell phone bills are not acceptable.
3. Current property tax bill or lease agreement in the name of the parent/guardian with the address provided at registration. Expired leases are not acceptable. Month-to-month leases must be dated and valid on the date of enrollment request. Rent receipts ARE NOT an allowed residency document.
4. Government correspondence (such as Supplemental Security Income, Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF," Food Share "Food Stamps," or Housing Assistance letter with the address provided at registration and the name of the parent/guardian).

I certify, under penalty of perjury, that the documentation presented is true and correct to the best of my knowledge and the SDoJ may rely on this information to determine the residency of my child(ren).

Legal Parent/Guardian Signature: _____ Date: _____

Students(s) Name (s): _____

WI State Statute 121.77 requires that students attend school in their district of residence and school districts charge tuition to non-resident students. The School District of Jefferson investigates and verifies residency, should false residency information be given and student(s) enroll, the district is entitled to assess tuition when appropriate and will file a claim to recover the tuition under s.121.81 which the parent/guardian is required to pay.

For Office Use Only: (ALL documents must include legal parent/guardian name and address.)

Please check which original document(s) were presented and reviewed as proof of residency:

Current Wage Statement

W2 End-of-Year Earnings Statement

Current Property Tax Bill

Current Lease Agreement

Current Utility Bill: Electric Water Gas Cable/Satellite Phone (landline only)

Government Correspondence:

Supplemental Security Income

Temporary Assistance Letter "TANF"

W2 Cash Benefits

Housing Assistance Letter

Foodshare Letter

I have reviewed and verified the documents that have been presented as proof of residency.

SDoJ Staff member Signature : _____ Date: _____