

# S-1: Administrative Procedures

## School Admissions



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### REFERENCES

[Board Policy S-1](#)

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### DEFINITIONS

The board subscribes to the philosophy of maintaining comprehensive schools with educational choice and enrollment options for resident students and where space is available for non-resident students whose parents wish to exercise school choice options.

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### PROCEDURES FOR IMPLEMENTATION

#### 1. Residency Determination:

- a. The school district of residence for a minor child is the district in which the custodial parent or legal guardian resides and has established that residence as their "domicile or permanent home." Exceptions to this rule include students who:
  - are in state custody or under the supervision of a state or private agency;
  - are emancipated or declared an independent minor by the district;
  - have been granted resident status by the district; or
  - are homeless or unaccompanied youth.
- b. Homeless or Unaccompanied Youth: Under the McKinney-Vento Act, homeless students are entitled to immediate enrollment and full participation in school, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, guardianship records, birth certificate or other required documents.
- c. A homeless child or unaccompanied youth will:
  - be allowed to continue in their school of origin, defined as the school the child has attended when permanently housed or the school the child last attended;
  - be allowed to enroll in the school in whose boundaries the child is actually living;
  - be enrolled immediately with expectation to attend immediately;
  - be provided transportation support to the child's school of origin, at the request of the parent/guardian; and
  - be eligible for free meals.

After the student is enrolled and attending, the school, in coordination with the District Homeless Liaison, will assist the parent/guardian or unaccompanied youth in obtaining necessary records, completing forms and/or providing other assistance as necessary. If a dispute arises over school selection or enrollment, a homeless child will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

#### 2. School Choice:

- a. All students may attend their designated neighborhood school without consideration of enrollment capacity. Students who wish to attend a school other than their resident school may submit a Standard Open Enrollment Application to Student Services during the early enrollment period, December 1 through the third Friday in February, for the upcoming school year.
- b. A student may request a late enrollment period transfer by submitting the same form at any other time of year.
- c. For students with an Individualized Education Plan (IEP), appropriate district placement in a special education class will be reviewed and determined by the IEP team.
- d. Some district optional programs require submission of a separate application to the program and not a Standard Open Enrollment Application. Contact information for applications to district optional programs will be available in the Student Services Department and on the district website.

#### 3. Age of Entrance Requirement:

- a. Children seeking enrollment in kindergarten must be at least five years of age on or before September 1 of the school year for which enrollment is sought. Enrollment in a kindergarten program is optional.
- b. If a parent has kept their five year old child out of school with the intention of enrolling that child in kindergarten as a six year old, the following will apply based on the child's date-of-birth:
  - Turns six years old between July 1 and September 1, enroll in kindergarten and evaluate grade-level placement before the end of that school-year; or
  - Turns six years old prior to July 1, enroll in First Grade and evaluate grade-level placement before the end of that school-year.

- c. Children seeking enrollment in first grade must be at least six years of age on or before September 1. School assignment and grade placement of any K-12 student is determined by the district.
- d. Students, entering the district after first grade, will be placed according to their age.
- e. Compulsory education laws require enrollment or an authorized exemption from school form for all children age six to eighteen.

**4. Enrollment Documentation:**

- a. In accordance with state law, upon enrollment for the first time in any school:
  - The enrolling student's parent or guardian must provide:
    - 1) a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, or an affidavit explaining the inability to produce a copy of the birth certificate, within 30 days;
    - 2) a certified, accurate, and complete immunization record or official immunization exemption; and
    - 3) if applicable, a report card or written withdrawal form from the school last attended.
  - A school enrolling a transfer student must request a certified copy of the transfer student's cumulative file directly from the student's previous school within 14 days.
    - 1) The student's previous school must send the file within 30 school days of receiving the request.

5. **Legal Surname:** Students must be registered, and permanent records maintained, under the legal surname as shown on the child's birth certificate. This does not preclude the use of a preferred surname in daily school activities.

**6. Granting Resident Status to Non-Resident Students-Guardianships and Powers of Attorney:**

- a. Minors are considered residents of the district if they are under the supervision of a private or public agency, married, or considered an emancipated minor by a court of law or by a state administrative agency, including the school district.
- b. Under certain circumstances and when a child's physical, mental, or emotional health would best be served by granting resident status for school purposes, the district is authorized to grant students resident status through a durable power of attorney.
- c. If a student's parent/guardian lives in the state of Utah but not in district boundaries, the student may submit a Standard Open Enrollment Application.
- d. If a student's parent/guardian lives outside the state of Utah but the student lives under exigent circumstances with a responsible adult resident of the district who is the child's non-custodial parent, grandparent, brother, sister, uncle, or aunt, the district may grant admission under a durable power of attorney so long as the child's presence in the district is not for the primary purpose of attending the public school and the child is prepared to abide by the rules and policies of the school and school district.
- e. Durable powers of attorney do not confer legal guardianship and may be revoked at any time by the parties named in the agreement. The district may revoke its grant of admission to a student under Power of Attorney at any time.
- f. Upon request, the district will provide required court documents, Affidavit of Waiver, when a petitioner is filing for legal guardianship with the appropriate court.
- g. Before the Director of Student Services grants admission under a durable power of attorney or signs appropriate court waivers for guardianships, all non-resident students must complete the requirement of a background check if the student is over the age of eleven. Petitioners must present a written, notarized letter of parental consent conveying care and custody of the child to the petitioner.
- h. Non-resident students whose parents reside outside the state of Utah are charged a tuition fee in an amount determined by the board of education. Tuition fees may be waived if the following criteria are met:
  - The student lives in Utah;
  - The student did not come to Utah for the primary or sole purpose of attending public school; or
  - The intent of the student, the student's parent/guardian, and the party with whom the student lives is that the student remains in Utah as a permanent resident.

The Salt Lake City School District is under no obligation to enroll a non-resident student even though the person seeking to enroll the student is willing to pay tuition.

**7. Standard Open Enrollment Applications and Transfers:**

- a. Students who wish to attend a school other than their resident school may submit a Standard Open Enrollment Application.
- b. A non-refundable \$5.00 processing fee payable to the Salt Lake City School District may be charged when the application is submitted.
- c. Students are accepted in district schools in the following order of priority:
  - Student(s) whose sibling currently attends the school of choice;
  - Students whose parent or guardian is an employee of the school district;
  - In-district students; and
  - Out-of district students.

- d. A student's application may be denied or a student may be excluded from enrollment based on:
  - Unavailability of space in a building or capacity in a program (last enrolled; first excluded);
  - Unavailability of a program the student requires; or
  - The student having committed serious infractions of the law or school rules, including rules of the district in which enrollment is sought, or having been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff.
- e. Students with prior behavior problems may be accepted with certain provisions. Conditions under which enrollment of such a student would be permitted may be established by the requested school in writing.
- f. The parents or guardians of transfer students are responsible for the student's transportation to and from school except as provided in Utah Code, which allows students to ride on established routes if district students would be eligible and on a space available basis, as long as no additional costs will be incurred by the district.
- g. False or misleading information regarding residence, legal guardianship, or other pertinent information will result in revocation of the student's enrollment.
- h. Student participation in interscholastic competition will be regulated by rules established by the Utah High School Activities Association (UHSAA) and the Utah State Office of Education (USOE). It is the parent or guardian's responsibility to verify and resolve any issues regarding their student's eligibility with UHSAA.
- i. If a student is denied enrollment or continued enrollment under this policy, an appeal may be made to the District Appeals Committee. Contact the Student Services Department at 801.578.8206 for information about appeals and enrollment options.

**8. Early Enrollment Period Applications:**

- a. The early enrollment period begins December 1 and continues through the third Friday in February. Prior to November 30 of each school year, the board will designate which schools will be available for open enrollment during the upcoming year.
- b. Some schools declared "open" during the early enrollment period, may be at capacity and unable to accept students after the window closes. The principal will deny applications if space is unavailable or programs are at capacity.
- c. Applications will not be available for schools designated as "closed" during the early enrollment period.
- d. Applications are available in the Student Services Department, 440 East 100 South, Suite 104. They must be completed and submitted to the Student Services Department by the deadline of the third Friday in February.
- e. Students will be accepted in participating schools in the order of priority as stated in Standard Open Enrollment Applications. A lottery will be used when applications exceed space or capacity.
- f. After the early enrollment period deadline passes, the principal will either accept or deny early enrollment applications. Principals will notify the students and parents in writing on or before March 31 of approval or denial of the application.
- g. If the student is accepted, the principal may require a signed letter of intention from the parents stating that they are making a commitment to enroll the student in that school for the upcoming year. If parents do not respond by the deadline established by the school, the student's acceptance will be nullified.
- h. Schools may not create waiting lists of students who were not accepted during the early enrollment period.
- i. Once enrolled, the student may remain enrolled in that school, subject to the same rules and standards as resident students, without renewed application as long as he or she complies with district rules and standards.
- j. The principal will notify students who are currently enrolled by March 15 if they are to be excluded for the next year due to the student's unwillingness to follow rules, policies, or for suspension or expulsion.
- k. As the student moves from elementary to middle school, an application must be made for the middle school of choice. As the student moves from middle school to high school, an application must be made for the high school of choice.

**9. Late Enrollment Period Applications:**

- a. Late Enrollment Period Transfer Applications may be submitted to the school principal at any time during the current school year, or after April 1 for the next school year.
- b. Once enrolled, the student may remain enrolled in that school, subject to the same rules and standards as resident students, without renewed application as long as he or she complies with district rules and standards and as long as space is available.
- c. The principal will notify students who are currently enrolled by March 15 if they are to be excluded for the next year due to unavailability of space or program capacity; the student's unwillingness to follow rules and policies; or for suspension/expulsion.

- d. As the student moves from elementary to middle school, an application must be made for the middle school of choice. As the student moves from middle school to high school, an application must be made for the high school of choice.
- e. Principals may not be able to approve Late Enrollment Period Applications until after the beginning of school when the principal can determine if space is available to accommodate the request.
- f. Before completing and submitting a Late Enrollment Period Transfer Application, check with the school to make sure it is accepting transfer students.
- g. Applications from students with a pressing need or extenuating individual or family circumstances take priority over other requests.
- h. A student on a Late Enrollment Period Transfer may have his/her transfer rejected during the school year if the student does not comply with district disciplinary and attendance policies and school rules or as a result of being suspended or expelled from school.

**10. School Choice Appeals Process:**

- a. Denial of initial or continuing enrollment in a nonresident school may be appealed. The parent or guardian of the student may appeal the denial to the district Director of Student Services by filing, within twenty (20) school days of the date of the written notice of the denial or rejection of the transfer, a written statement indicating their intent to appeal and describing the reasons for appeal.
- b. The request for an appeal will be accompanied by a copy of the written notice denying the transfer, a statement of the facts surrounding the denial, and the reasons the appellant seeks to have the denial reversed.
- c. The request for appeal may also include relevant legal authority or argument.
- d. The District Appeals Committee designated by the Director of Student Services will review the appeal and make a decision within 10 school days of receipt of the written request for an appeal.
- e. The District Appeals Committee is comprised of at least three staff members, one of whom is an administrator. Other designated members will advocate for the needs and interests of students, parents and the district.
- f. The District Appeals Committee will notify the Director of Student Services of their decision. The director will notify the appellants of the committee's decision.
- g. The decision of the District Appeals Committee may be appealed to a board subcommittee by the same process. The Committee's decision will be upheld unless the committee's decision is found, by clear and convincing evidence, to violate applicable law or regulations, or to be arbitrary and capricious.
- h. The subcommittee of the board upon reviewing the appeal may either, make its decision without a hearing, or determine that a hearing would materially aid its deliberations. The appeal will then be discussed in a closed executive meeting, should the facts and circumstances surrounding the appeal warrant such a meeting. A decision will be rendered within 10 school days of the receipt of the written appeal. The board subcommittee may under extraordinary circumstances extend the period of time in which to render a timely decision.
- i. Notice of the decision will be mailed to the appellant.

**11. Enrollment Options for Students with Disabilities:**

- a. The decision to accept an Early or Late Enrollment Period Transfer Application must include consideration of the capacity of the special education program and the services on the student's IEP. Services provided in self-contained programs are an IEP team decision and not an enrollment option.
- b. The capacity of the special education program is defined by using the weighted count described in the Utah State Board of Education Special Education Rules. If 90% of that capacity has been reached, additional enrollment requests requiring special education services may not be granted.
- c. If it is determined that the school has not reached the 90% capacity, schools must use a non-discriminatory process in determining which applications to grant.
- d. Behavior or school performance that is related to a disability may not be used as a reason to accept, deny, or reject an enrollment option.
- e. If, during the course of the school year, a student requires additional special education services, the IEP team will determine an appropriate placement, which may or may not be at the same school.
- f. A student's enrollment may be discontinued if it is determined by enrollment projections that the capacity of the special education program will exceed 90% capacity for the coming school year. Parents will receive notice no later than March 15 if the student's enrollment is to be discontinued.
- g. Failure to disclose the special education status of a student on the Early or Late Enrollment Period Transfer application may result in immediate rejection of a transfer.

- h. Students enrolled in a special education program in another school within Salt Lake City School District or in another district may not be signed out of special education for the sole purpose of obtaining enrollment in the requested school. Evidence of such action will result in a transfer rejection. The entitlement to special education services belongs to the student, not the parent.

**12. Procedures for Admission of Foreign Exchange Students:**

- a. Foreign Exchange students seeking admission to the Salt Lake City School District on a J-1 VISA must be sponsored by a district approved agency or program in coordination with the Student Services Department according to board policy and procedures.
- b. The Utah State Office of Education will determine how many foreign exchange students may be accepted annually based on availability of space and legislative resources.
- c. The district will only accept foreign exchange students from agencies and programs that meet the following two requirements:
- The program has been evaluated and approved by the Council on Standards for International Educational Travel (CSIET) or can provide other acceptable documentation in order to ensure that the agency is in compliance with all rules and regulations established by the US Department of State regarding Foreign Exchange programs; and
  - The agency or program has completed the district's required sworn affidavit of assurances as prescribed in state law and board policy.
- d. The annual deadline for an agency or program to submit both the certificate of satisfactory CSIET evaluation and the district affidavit of assurances is November 15. The district reserves the right to require further documentation of CSIET approval from any agency or program. No application for an exchange student will be accepted for consideration of admission for the coming school year if the agency or program has not submitted both documents to the Director of Student Services before the November 15 deadline.
- e. Annually, the Director of Student Services will submit a list of qualified agencies or programs seeking to place exchange students in the district to the board for their formal approval. A final list of approved agencies will be available in December. Board approval does not guarantee the acceptance of all foreign exchange student applications.
- f. Student applications from board approved agencies may be submitted to the Director of Student Services after January 15 and no later than July 1. No applications will be accepted after the deadline; however the district may reach its quota before July 1.
- g. Agencies will be notified as soon as possible if the student's application is accepted or denied by the district.
- h. If an application is accepted, the district will determine in which school the student is accepted and will coordinate the placement with the agency and the local school principal.
- i. Transcript of credits, complete Utah School Immunization Records and district approval letter must be presented at the time of registration. The agency or program will provide translations of transcripts or other student documents if requested by the district before a student may be registered.
- j. Foreign exchange students may not be granted fee waivers or be provided transportation at district expense beyond established school bus routes.
- k. Exchange students are not eligible to receive Special Education Services or ESL services.
- l. Exchange students will not be eligible for graduation from a Salt Lake City School District high school.
- m. Additional Limitations: The Salt Lake City School District is not a designated district in the state of Utah to issue I-20's F-1 VISA; as per state law, the district does not admit foreign students who are temporarily in the country on a tourist or visitor VISA; and,
- n. Resident students whose parents or guardians are in the country on a work or educational VISA may be admitted to the district.

**13. Transfers from Persistently Dangerous Schools and for Student Victims:**

- a. Pursuant to state law, students may transfer out of schools designated by the Utah State Board of Education as "persistently dangerous" (see, Utah Admin. Code R277-483-4, Identification of Persistently Dangerous Schools). In the event such a designation occurs:
- the board shall develop criteria for and subsequently designate district schools available to accept students requesting a transfer from the persistently dangerous school;
  - parents/guardians of all students attending the persistently dangerous school shall be notified of available transfer schools no later than August 15 of the school year of designation; and
  - parents/guardians of students moving into a persistently dangerous school community shall be immediately notified of the school's persistently dangerous status and their right to request a transfer.

- b. Within 30 days of receiving notification of persistently dangerous school status, parents/guardians may submit a written transfer request to the board. Students shall be assigned to an available school within 30 days of a written parent/guardian request for transfer. Parents/guardians must make a decision within ten days following notification to accept the school assignment offered by the board or have their children remain in the resident school.
- c. Parents/guardians may appeal any decisions made under this section to the director of student services in accordance with Section 10 of these administrative procedures.
- d. In accordance with state law, students who have been disciplined for certain violent criminal offenses or federal gun-free school violations forfeit their right to transfer.
- e. If a student is a victim of a violent criminal offense that occurs on school property or a federal gun-free school violation, the student and his or her parents/guardians shall receive notice of transfer options and other available services in accordance with state law.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8251. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.