

Board Policy S-1: School Admissions

REFERENCES

[Administrative Procedures for Board Policy S-1](#)
[USOE Utah Public Schools Proof of Residency](#)
[Utah Code §53A-2-201 through 213](#)
[Utah Code §53A-3-402\(6\)](#)
[Utah Code §53-11-503](#) through [504](#)
[Utah Code § 53A-1-1001](#)
[Utah Administrative Code R277-616](#)
[Utah Administrative Code R277-437](#)
[42 USC§11431 Homeless Assistance Act](#)
[Salt Lake City School District Board Policy S-9](#)

THE POLICY

It is the policy of the Salt Lake City School District Board of Education to comply with state and federal mandates regarding the enrollment of students in schools within the district. The board subscribes to the philosophy of maintaining comprehensive schools with educational choice and enrollment options.

The purpose of this policy is to articulate enrollment requirements for both resident and non-resident students, including school choice transfer students and homeless and/or unaccompanied youth.

To register and enroll in a Utah public school, prospective students must be at least five years of age on or before September 1 of the school year for which enrollment is sought. See Utah Code §53A-3-402(6) for exception. The following documentation is required:

- Proof of residence or an approved exception, see Administrative Procedures for Policy S-1.
- A certified copy of the student's birth certificate or other reliable proof of the student's identity and age; and
- A certified and complete immunization record or official immunization exemption (see Policy S-9).

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. A student may also request a late enrollment transfer by submitting the same form at any other time of year. Approval is subject to the limitations and conditions outlined in the administrative procedures for this policy.

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.

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 and/or given name at the school.