



School Admissions - AR 4.1(D)

Eligibility

All requirements for school admission mandated by state law and the State Board of Education shall be followed for admission to City Schools of Decatur.

A student is eligible to enroll in City Schools of Decatur if the student meets age requirements as set forth in state law and meets one of the following requirements:

1. The student is a minor as defined by Georgia law and the student's parent, legal custodian or legal guardian resides within the city limits of the City of Decatur;
2. The student is an adult or is legally emancipated under Georgia law and the student resides within the City of Decatur;
3. The student's parent, legal custodian or legal guardian is a full-time employee of the City Schools of Decatur and has been approved for courtesy tuition;
4. A child who is in the physical or legal custody of the Department of Juvenile Justice or the Department of Human Resources or in a placement operated by the Department of Human Resources, or in a facility or placement paid for by the Department of Juvenile Justice or the Department of Human Resources or any of its divisions and who is physically present within the city limits of the City of Decatur; or
5. The student qualifies for enrollment under the requirements of the McKinney Vento Homeless Assistance Act.

The student's parent, legal custodian or legal guardian shall provide documentation that clearly establishes the student's eligibility to attend school in City Schools of Decatur regarding age, residency, immunization and other health screenings required by state law, except as may be provided in the McKinney Vento Homeless Assistance Act. The documentation requirements will be listed on the District website.

The Superintendent is authorized to implement enrollment procedures concerning these requirements and submissions of the student's academic transcript and disciplinary record. Any adult who seeks to enroll a student and is not the student's parent shall be required to provide proof of legal custody or guardianship, in the form of a certified copy of the applicable court order.

To classify as a resident student, a student shall be required to reside with the parent, legal custodian or legal guardian within the city limits of the City of Decatur. For purposes of the regulation, a resident is defined as an individual who is legally domiciled within the city limits of the City of Decatur and who, on any given school day, is likely to be at their stated address



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when not at work or school. Where custody of a child is shared by two or more persons, that person who has the majority of time in physical custody shall be the parent or legal custodian whose residency shall be used for determining domicile and enrollment. A person who owns property in the City of Decatur, but does not reside in the city, is not considered a resident for purposes of enrollment. Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs. The superintendent shall be authorized to designate documents or other evidence that constitute acceptable proof of residency as part of the enrollment procedures consistent with this regulation. A school district employee may visit the address given at the time of enrollment or at any time thereafter to verify residency. The property address given must be the actual location where the student and parent, legal custodian or legal guardian are legally domiciled. In addition, residency checks are performed at each matriculation point (kindergarten and grades 3, 4, and 5) and as may be necessary.

Students who are unlawfully enrolled shall be withdrawn from school. The parent, legal custodian or legal guardian shall be charged tuition for the period of time that a student is unlawfully enrolled in the City Schools of Decatur, together with all court and legal expenses incurred by the Board of Education in the collecting school tuition. The providing of false information under oath may constitute a crime and may lead to appropriate legal action being taken by the District.

McKinney Vento Homeless Assistance Act

In compliance with the McKinney Vento Act, the following shall be considered in the terms of enrollment and records of homeless students:

- A. The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency, or other documentation.
- B. The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
- C. If the child or youth needs to obtain immunizations or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to a local educational agency liaison who shall assist in obtaining necessary immunizations or immunization or medical records.

Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:



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- A. So that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and
- B. In a manner consistent with the Family Educational Rights and Privacy Act (FERPA).

Non-Resident Tuition Students

A student who lives outside the city limits of the City of Decatur but wishes to the City Schools of Decatur shall be a tuition student for enrollment purposes.

The superintendent, acting on behalf of the school board, shall decide upon the admission and/or continuation of any tuition student. Other than those students specified in state law, the school board reserves the right to deny admission for enrollment or continuation of enrollment for any tuition student.

The school board reserves the right to establish enrollment limits in all grades, classes, and/or programs.

Students whose parent, legal custodian or legal guardian is not a bona fide resident of the City of Decatur may attend a school in the City Schools of Decatur under the following conditions:

1. Said student is in good standing with the school previously attended, having demonstrated consistently good attendance, satisfactory discipline, and the readiness/qualifications for the grade/program in which they are seeking enrollment. A student who has withdrawn from previously attended school to avoid any form of disciplinary action may not enroll in City Schools of Decatur. A student withdrawing for poor attendance or unsatisfactory academic performance may not enroll in City Schools of Decatur.
2. The admission of the student will not require the District to hire additional staff or contract for any additional services.

A tuition application shall be completed annually. The cost of tuition is set annually by the school board. The superintendent or superintendent's designee will determine available space. After available space is determined, tuition will be assigned to schools. Among nonresident students, enrollment priority shall be given to currently enrolled nonresident students in good standing if their applications are approved for the following year.

Courtesy Tuition for Children of Employees

A child of a full-time employee shall be eligible for courtesy tuition and enrollment in City Schools of Decatur. In accordance with O.C.G.A 20-2-293 (b), a student shall be allowed to



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attend and be enrolled in the school in which a parent or guardian of such student is a fulltime teacher, professional, or other employee, notwithstanding the fact that such school is not located in the local unit of administration in which such student resides.

A tuition application must be completed annually for each student requesting courtesy tuition and enrollment. To receive consideration for courtesy tuition and enrollment, the student, unless specified by state law, must be in good standing with the City Schools of Decatur if they have previously been enrolled in the system or in the school system from which the employee/parent seeks to transfer the student.

Acceptance or rejection of an application shall lie within the sole discretion of the City Schools of Decatur for courtesy tuition students who do not attend the school at which their parent or legal guardian is employed. Information included in the consideration of an application may include but is not limited to, attendance records, progress reports, and disciplinary records maintained by the City Schools of Decatur or by the school system from which the employee/parent seeks to transfer the child.

Non-Resident and Courtesy Tuition Guidelines

Transportation for non-resident and courtesy tuition students will be the responsibility of the parent, legal custodian or legal guardian.

Non-resident and courtesy tuition students who do not attend the school where their parent or legal guardian is employed may be removed from City Schools of Decatur for any of the following reason:

1. Unacceptable behavior;
2. Unacceptable attendance;
3. Lack of effort and/or poor academic performance;
4. Falsification and/or misrepresentation of information during the application process;
5. The admission (or continued enrollment) of the student would require the City Schools of Decatur to hire additional staff or contract for any additional services; and
6. Other good and sufficient cause.

Transfer and Withdrawal

The development of procedures for handling all transfers and withdrawals shall be the responsibility of the superintendent or superintendent's designee.

Transfers within the school system may occur for the following reasons:



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1. Administrative transfer- (Ex. maximum class size, retention, mid-year change of address, No Child Left Behind, etc.)
2. Other: written request to the superintendent for approval or denial- (Ex. hardship)

Questions about this regulation should be directed to the Director of Community and Government Relations.

Related Board Policy: 4.1 (D)

Approved by Cabinet: 4/8/19