

*Policy 4.07 - Consent Agenda - 08/17/06 - Approve for Advertising*

**4.07 STUDENT ADMISSION AND ENROLLMENT**

A. Kindergarten and First Grade

1. Age Requirements, Kindergarten

- a. Children who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year.
- b. Evidence of Age – **NOTE:** See 4.06A H, ~~paragraph 6~~, for Homeless Students

Before admitting a child to kindergarten or first grade, the principal shall require evidence that the child has attained the age required in Section A. 1. a. or Section C.

If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted: (Ref. F.S. 1003.21(1-7))

- 1) A duly attested transcript of the child's birth record, or
- 2) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn by the parent, or
- 3) An insurance policy on the child's life, which has been in force for at least two (2) years, or
- 4) A bona fide contemporary Bible record of the child's birth, accompanied by an affidavit sworn by the parent, or
- 5) A passport or certificate of arrival in the United States, showing the age of the child, or
- 6) A transcript or record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth, or
- 7) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school or a licensed physician, which certificate shall state the health officer or physician has examined the child and believes that the age stated in the affidavit is substantially correct.

The date of birth, so determined shall be recorded in the permanent record of each child entering kindergarten or first grade. The form of evidence for the birth date shall be noted and the parent's affidavit filed, if such affidavit is used as proof of age.

B. Early Admission to Kindergarten

No provisions for early admission to kindergarten exist.

C. First Grade

Any child who has attained the age of six (6) years on or before September 1, of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1, and has satisfactorily completed the requirements for kindergarten in a non-public school shall be admitted to first grade.

(Ref. F.S. 1003.21)(Amended: 09/20/90)

D. Early Admission to First Grade

No provisions for early admission to first grade exist.

E. Health Examinations – **NOTE:** See 4.06A H, ~~paragraph 6~~, for Homeless Students

All “initial entry students” to a Florida school (preschool through grade 12) must present certification of a school entry health examination performed within the 12 months prior to enrollment. Any child shall be exempt from a health examination upon written request of the parent or guardian of such child stating objections to such examination on religious grounds.

(Ref. F.S. 1003.22(1))(Adopted: 07/01/81)(Amended: 10/08/81)

F. Immunizations – **NOTE:** See 4.06A H, ~~paragraph 6~~, for Homeless Students

Prior to admittance to or attendance in a public school (preschool through grade 12) each child shall present or have on file, a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health.

These provisions shall not apply if:

1. The parent or guardian of the child objects, in writing, that the require immunization conflicts with his religious tenets, or practices, or
2. A physician licensed under the provisions of Chapter 458, Chapter 459 or Chapter 460 certifies in writing on forms approved and provided by the Department of Health that the child should be exempt from required immunization for medical reasons stated in writing, based upon valid clinical reasoning or evidence, demonstrating the need for the exemption at that time.

The presence of any of those communicable diseases for which immunization is required by the Department of Health in a Florida school shall permit the county health director or the health program officer staff director to declare a communicable disease emergency. The declaration of said emergency shall mandate that all children in attendance in the school who are not in compliance with the provisions of this section shall be identified by the School Board and the school.

Health and immunization records of such children shall be made available to the county health director. Those children identified as not being immunized against the disease for which the emergency has been declared shall be temporarily excluded from school until such time as specified by the county health unit director.

(Ref. F.S. 1003.22(5)(e))(Adopted: 07/01/81)(Amended: 08/21/97)

#### G. High School Enrollment

Any student who is enrolled in a secondary school shall present an official transcript of work or credit at the time of entrance. If the transcript is not presented, the student is tentatively enrolled on the basis of information available at the time of enrollment. Upon receipt of any official transcript, which indicates that the student is enrolled in the wrong subject or grade, the student shall be immediately withdrawn and re-enrolled in the appropriate grade or subject. The parents shall be so informed of such action.

(Ref. F.S. 1008.2)(Adopted: 01/08/81)(Amended: 08/21/97)

#### H. Entry into Kindergarten and First Grade by Out-of-State Transfer Students

1. Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).
2. Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under rules of the School Board. Prior to admission, the parent or guardian must also provide the data required in subsection (3).
3. In order to be admitted to Florida Schools, such a student transferring from an out-of-state school must provide the following data:
  - a. Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school.
  - b. An official letter of transcript from proper school authority which shows record of attendance, academic information, and grade placement of student.
  - c. Evidence of immunization against communicable diseases as required in Section 1003.22, Florida Statutes.
  - d. Evidence of date of birth in accordance with Section 1003.21, Florida Statutes.
  - e. Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.22, Florida Statutes.

(Ref. F.S. 1003.21 & SBER 6A01.0985)(Adopted: 09/09/92)(Amended: 10/04/98)

#### I. Disclosure of Previous Discipline Offenses Required Upon Initial Registration

Each student at the time of initial registration into Clay County Schools shall note previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. The registration form, completed by the student and parent at time of enrollment, shall accurately denote such incidences.

(Ref. F.S. 1006.07(1)(b))(Amended: 08/21/97)

J. Homeless Students – Documentation Required for School Entry

1. The term “homeless children and youths” means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances describe above. (Also, referenced in 4.06 H STUDENT ASSIGNMENT)

2. Evidence of Date of Birth Requirements

Homeless students being admitted to pre-kindergarten or kindergarten are to be provided a 30-day temporary exemption from the evidence of date of birth requirements. (Ref. F.S.1003.22, effective 07/01/01)

3. Health Examination

Homeless students are to be provided a 30-day temporary exemption to attend class without documentation of the required school entry health exam. (Ref. F.S.1003.22, effective 07/01/01)

4. Immunizations

Homeless students are to be provided an exemption of 30 school days to attend class without documentation of the required immunizations. The public school health nurse is responsible for the follow-up until proper documentation or immunizations are obtained.

(Ref. F.S. 1003.22, effective 07/01/01) (Amended: 10/18/01)