

**ADMISSION**

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5118 - Open Enrollment Act Transfers)*

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

**Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

*(cf. 5111.1 - District Residency)*

*(cf. 5125 - Student Records)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.13 - Response to Immigration Enforcement)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

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However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

*Legal Reference: (see next page)*

## ADMISSION

### *Legal Reference:*

#### *EDUCATION CODE*

*234.7 Student protections relating to immigration and citizenship status*

*46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten*

*46600 Agreements for admission of students desiring interdistrict attendance*

*48000 Minimum age of admission (kindergarten)*

*48002 Evidence of minimum age required to enter kindergarten or first grade*

*48010 Minimum age of admission (first grade)*

*48011 Admission from kindergarten or other school; minimum age*

*48050-48053 Nonresidents*

*48200 Children between ages of 6 and 18 years (compulsory full-time education)*

*48350-48361 Open Enrollment Act*

*48645.5 Enrollment of former juvenile court school students*

*48850-48859 Educational placement of homeless and foster youth*

*49076 Access to records by persons without written consent or under judicial order*

*49076.7 Student records; data privacy; social security numbers*

*49408 Information of use in emergencies*

*49452.9 Health care coverage options and enrollment assistance*

*49700-49703 Education of children of military families*

#### *HEALTH AND SAFETY CODE*

*120325-120380 Education and child care facility immunization requirements*

*121475-121520 Tuberculosis tests for students*

#### *CODE OF REGULATIONS, TITLE 5*

*200 Promotion from kindergarten to first grade*

*201 Admission to high school*

#### *CODE OF REGULATIONS, TITLE 17*

*6000-6075 School attendance immunization requirements*

#### *UNITED STATES CODE, TITLE 5*

*552a Note Refusal to disclose social security number*

#### *UNITED STATES CODE, TITLE 42*

*11431-11435 McKinney-Vento Homeless Assistance Act*

#### *COURT DECISIONS*

*Plyler v. Doe, 457 U.S. 202 (1982)*

*Management Resources: (see next page)*

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### *Management Resources:*

#### **CSBA PUBLICATIONS**

*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017*

#### **CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

*Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018*

#### **U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS**

*Dear Colleague Letter: School Enrollment Procedures, May 8, 2014*

*Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014*

*Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014*

#### **WEB SITES**

**CSBA:** <http://www.csba.org>

**California Department of Education, Health Care Coverage and Enrollment Assistance:**  
<http://www.cde.ca.gov/ls/he/hc>

**California Office of the Attorney General:** <http://oag.ca.gov>

**U.S. Department of Education, Office for Civil Rights:** <http://www2.ed.gov/about/offices/list/ocr>

**U.S. Department of Justice:** <https://www.justice.gov>

Policy  
adopted: February 23, 1999  
revised: October 8, 2013  
revised: October 27, 2015  
revised: November 7, 2017  
revised: June 26, 2018

**VISALIA UNIFIED SCHOOL DISTRICT**  
Visalia, California

## ADMISSION

### Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size:

*(cf. 6151 - Class Size)*

*(cf. 7111 - Evaluating Existing Buildings)*

### Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

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<b>Federal</b>	<b>Description</b>
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Records maintained on individuals
<b>Management Resources</b>	<b>Description</b>
CA Office of the Attorney General Publication	Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
U.S. DOJ & DOE Civil Rights Joint Publication	Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Dear Colleague Letter: School Enrollment Procedures, May 8, 2014
Website	<u><a href="#">California Office of the Attorney General</a></u>
Website	<u><a href="#">U.S. Department of Justice</a></u>
Website	<u><a href="#">California Department of Education</a></u>

**ADMISSION** (continued)

Website [CSBA](#)

Website [U.S. Department of Education, Office for Civil Rights](#)

Cross References  
Regulation

approved: February 23, 1999  
revised: September 12, 2013  
revised: September 14, 2015  
revised: June 4, 2018  
revised: August 15, 2022  
revised: January 10, 2023

**VISALIA UNIFIED SCHOOL DISTRICT**  
Visalia, California