

ADMISSION

The Board of Trustees encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall annually notify parents/guardians of children entering a District school at any grade level about all existing attendance options available, including, but not limited to, admission requirements and shall assist them with enrollment procedures, including all options for meeting residency requirements for school attendance.

If the District possesses or the parents or guardians choose to provide information that could indicate immigration status, citizenship status, or national original information, the District shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the District shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending school.

Age of Admission

Proof of age shall be required of all enrolling students. The evidence may be in the form of:

1. An official or certified copy of the birth record,
2. A statement by the local registrar or county recorder certifying the date of birth,
3. A baptismal certificate or official hospital record of birth,
4. A passport, or
5. When none of the above is obtainable, an Affidavit for Proof of Age of Minor signed by the student's parent/legal guardian may be accepted.

A student shall be admitted to transitional kindergarten if the student's fifth birthday occurs between September 2 through December 2 in accordance with Board Policy, 6170.1(a), Transitional Kindergarten.

A student shall be admitted to kindergarten at the beginning of the school year if the student's fifth birthday occurs on or before September 1.

A student shall be admitted to first grade at the beginning of the school year if the student's sixth birthday occurs on or before September 1.

A student falling below the minimum age requirements for transitional kindergarten is not eligible for transitional kindergarten in accordance with state licensing regulations.

A student falling below the minimum age requirements for kindergarten who will turn 5 after September 1 and who is currently enrolled in an accredited kindergarten program outside of

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Capistrano Unified.

The phase-in model beginning in the 2022-2023 school year with following age eligibility for children enrolling in transitional kindergarten:

- 2022-2023: fifth birthday between September 2 - February 2
- 2023-2024: fifth birthday between September 2 – April 2
- 2024-2025: fifth birthday between September 2 – June 2
- 2025-2026: fourth birthday by September 1 (universal transitional kindergarten in place)

District offered programs may transfer in at their current grade level if the student has been continuously enrolled in an accredited kindergarten program for a minimum of three months. A student who has completed an accredited kindergarten program outside of Capistrano Unified District offered programs may be admitted to first grade in accordance with Board Policy 5122(a). The Superintendent or designee will verify the outside program's accreditation standing.

A student falling below the minimum age requirements for first grade who will turn 6 after September 1 and who is currently enrolled in an accredited first grade program outside of Capistrano Unified District offered programs may transfer in at their current grade level if the student has been continuously enrolled in an accredited first grade program for a minimum of three months.

A student who has completed an accredited first grade program outside of Capistrano Unified District offered programs may be admitted to second grade in accordance with Board Policy 5122(a). The Superintendent or designee will verify the outside program's accreditation standing.

Before enrolling any student in a District school, the District shall verify the student's age, residency, immunization, and other applicable eligibility criteria specified in law or other applicable Board policy. All students will have their immunization records checked when matriculating into Transitional Kindergarten, Kindergarten, and seventh grade.

Enrollment of a homeless or foster student or a student of a military family shall not be delayed because of outstanding fees or fines owed to the student's last school or for the student's inability to produce previous academic, medical, or other records normally required for enrollment.

In addition, no student shall be denied enrollment in a District school solely on the basis of the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system.

When enrolling in a District school, not including a school in their attendance area, students whose parents/guardians reside within District boundaries shall be subject to the timelines established by the Board for the School of Choice process. Students whose parents/guardians do not reside within the District or who are not otherwise eligible for enrollment in the District may apply for

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interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

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 student for not having health care coverage and shall not use any information relating Students

to a student's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the student or his/her family.

Foreign Exchange Student Admission

The Board recognizes the value of diversity in its student population. To this end, foreign students seeking admission to District high schools on an Exchange Student Visa (J) will be admitted to District schools on a space available basis. Such admission shall be granted only when the qualified exchange student organization has submitted all appropriate documentation to include: current immunization record, transcripts, and verification of sufficient proficiency in English to benefit from participation in school in the United States.

All students attending District high schools on J Visas will be subject to the regulations of federal and state government and the rules of the District. The approved sponsoring agency must meet all requirements of the Department of Homeland Security and Department of State's Student and Exchange Visitor Program.

*Legal Reference:*EDUCATION CODE

200 State policy; purpose

220 Extent of prohibition of discrimination

234.1 Monitoring, review, and assessment of anti-discrimination, anti-harassment, anti-intimidation, and antibullying requirements

234.7 Citizenship or immigration status of pupils or their family members; confidentiality of information; emergency contact information; actions of governing board or body of local educational agency; model policies

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 (transitional kindergarten and 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

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48200 Children between ages of 6 and 18 years (compulsory full-time education) 48350-48361

Open Enrollment Act

48645.5 Denial of enrollment or readmission solely based on contact with juvenile justice system prohibited

48850-48859 Educational placement of homeless and foster youth

48980 Notice at beginning of term of rights and responsibilities; required content

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

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-49704 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 42

11431-11435 McKinney Homeless Assistance Act

COURT DECISIONS

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

Policy

adopted: (6/91 11/11, 4/15, 9/15)

revised: December 14, 2016

revised: March 8, 2017

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revised: May 4, 2022

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California