

REVISED GUIDELINE – VOL. 25, NO. 2ADMISSION TO THE CORPORATION CAREER CENTER

~~Students who qualify for admission to Corporation Career Center schools, in accordance with School Board Policy 5111, shall be accepted when the following documents have been submitted:~~ Students who qualify for provisional enrollment in the Corporation Career Center's schools and programs in accord with Board Policy 5111 shall be accepted for enrollment when one or more of the following documents confirms the student's right to attend school in the Corporation Career Center:

- ( ) a birth certificate or other appropriate documentary evidence
- ( ) ~~court orders or placement papers, if applicable~~ a court order establishing child custody or appointing a legal guardian
- (X) proof of ~~residency~~ legal settlement consisting of a deed, building permit, rental agreement, **property** tax statement, voter registration card, or completion of Form 5111 F2b

If a birth certificate is not available, the parent is to complete Form 5111 F1 and submit the documentary evidence called for therein. If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal shall notify the **County Sheriff and/or sending school principal** \_\_\_\_\_ (local law enforcement agency).

~~Students without appropriate records will be admitted under temporary enrollment for a period of \_\_\_ days, unless extended by the principal. Parents are to be so informed at the time of admission.~~ Students without appropriate records will be provisionally enrolled for a period of 30 days, unless extended by the principal. Parents, a legal guardian, or an eligible student shall be advised what is required for full enrollment at the time of the student's provisional enrollment.

- ( ) ~~The sending school shall be contacted within twenty four (24) hours of the student's entry into the school and requested to send all appropriate records.~~ The last school attended by the student shall be contacted at the time of the student's provisional enrollment and placement and requested to send all appropriate records.

- ( ) ~~If the school last school attended indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the \_\_\_\_\_ shall immediately notify the law enforcement agency where the student resided and the \_\_\_\_\_ [local law enforcement agency] that s/he may be a missing child.~~

Immunization requirements are to be in accordance with AG 5320.

High school students transferring from another school ~~corporation~~ Career Center must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation.

### ~~Determination of Legal Settlement~~

- ~~Criterion #1 If the student lives with parents and is under eighteen (18) or over eighteen (18) but not emancipated, the legal settlement is the School Corporation Career Center where the student's parents reside as defined in I.C. 20-26-11-2.~~
- ~~Criterion #2 If the student lives separately from parents and is over eighteen (18) or under eighteen (18) but emancipated, then the legal settlement is the student's address.~~
- ~~Criterion #3 If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation Career Center where the noncustodial parent resides. (See I.C. 20-26-11-2(3) and 20-26-11-2.5)~~
- ~~Criterion #4 If the student lives with a person because the parents are residing outside the United States due to educational or business pursuits, and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.~~

~~If legal settlement cannot be determined by using any of the above criteria and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending school in this Corporation Career Center.~~

~~If the facts are in dispute, the school corporation Career Center may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does not reside with his/her parents because they are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the address where the student resides, and the establishment of a legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation Career Center will not affect the determination of the student's legal settlement.~~

If there is a dispute concerning residency or legal guardianship, the student will be **provisionally** enrolled pending resolution of the dispute.

**Special considerations apply to enrollment of homeless students. Refer to Policy 5111.01 and AG 5111.01 for information.**

I.C. 20-26-11-2; 20-26-11-2.5