
ENROLLMENT AND ATTENDANCE RECORDS

The Superintendent shall develop procedures for enrolling students, recording attendance, behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions; any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and, any health conditions affecting the student's educational needs. If the District receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel shall be informed.

The District shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the District if the student does not have a legal residence. The request for enrollment may be made by the student, parent or guardian.

Enrollment and attendance records shall be maintained in each school building and reported to the District office and to other agencies as needed. The Superintendent shall establish procedures to ensure the accuracy and timeliness of such reports.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.225.215</i>	<i>Enrollment of Children Without Legal Residences</i>
	<i>RCW 28A.225.330</i>	<i>Enrolling Students from Other Districts—Requests for Information and Permanent Records</i>
	<i>WAC 392-121-106</i>	<i>Definitions—Enrolled Students</i>
	<i>WAC 392-121-108</i>	<i>Enrollment Exclusions</i>
	<i>WAC 392-121-122</i>	<i>Definitions—Enrolled and Full-time Equivalent Students</i>
	<i>WAC 392-121-182</i>	<i>Alternative Learning Experience Requirements</i>
	<i>WAC 392-169-022</i>	<i>Running Start Student—Definition</i>



<i>POLICY ADOPTED</i>	<i>December 20, 1982</i>
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