

1. In district students will have priority over out-of-district students. The number of slots available for out-of-district students will be based on the out-of-district count established on the official count date.
2. The student must have had at least one year of attendance at an accredited high school.
3. The student must have approval of admission from the Campus High School Principal.
4. Admittance to the Haysville High School Program of a non-resident student does not grant the student the right to transition into the traditional program of Campus High School.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Non-Resident Employees

The children of non-resident, benefit eligible, employees may attend the USD 261 schools at the discretion of the superintendent of schools.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the 8th day of class. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian.

The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Department of Children and Family Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Assignment to a School Building, Grade Level, or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

BOE Approved: July 7, 2003

BOE Revised and Approved: December 17, 2012

BOE Revised and Approved: August 19, 2013

BOE Revised and Approved: March 24, 2014

BOE Revised and Approved: November 16, 2015

Cross Reference: IIBGB, JBCA, and JQKA