ENROLLMENT/REGISTRATION OF STUDENTS

It is strongly suggested the CHECKLIST PSD form #203 BE USED BY THE REGISTRAR for student registration to insure that registration is done in compliance with School Admissions Policies.

Who may enroll in the Parkway School District?
All children between ages five (must be five before August 1st) and twenty-one years who reside within the boundaries of the district are eligible to attend a Parkway school. PSD Policy JFAB.BP and Policy JFAA.BP.

May a student enroll part time? Dual enrollment?
A school-age child, who is a resident of Parkway, enrolled in and attending a private, parochial, or home school is eligible to attend a Parkway school for part of the day and also be enrolled in another school. Dual-enrolled/part-time students are entitled to all opportunities afforded full-time students, but schools are not required to make specific adjustments just to accommodate these students schedule. Students may be enrolled for one or more hours each day.

Enrollment of a part-time/dual-enrolled student shall be processed the same as a full-time student.

Who may enroll a student?
One or both parents/legal guardians must accompany the student before student enrollment can begin. Stepparents or grandparents may NOT enroll a student unless they have court-appointed guardianship or Waiver of Residency approved by Director of Pupil Personnel and Diversity.

What documentation is required before a student may be enrolled and start attending?

1. Residency documentation as addressed below.
2. Immunization records (physician or health-clinic verified or previous school records)
3. Completed and signed Student Enrollment Questionnaire. PSD Form #200
4. Completed and signed Declaration in Accordance with Missouri Safe School Act… PSD Form #278
5. Administrator Phone Confirmation of Discipline Records Form, PSD Form #271 signed by an administrator. EXCEPTION: A kindergarten student who has never attended another school does not need a signed declaration or "Administrator Phone Confirmation of Discipline Records Form" (PSD Form #271).
6. Special assignment if applicable.

What other documentation is requested in order to enroll a student?
Student should be allowed to attend even if the following documentation is not provided at time of registration.

1. Grades, test scores, special education records, other pertinent information (ex: IEP, 504 documentation)
2. Copy of court-appointed guardianship papers or divorce decree when applicable
3. Birth Certificate (Kindergarten and first grade are required to provide within thirty days of attendance.)
4. Student Social Security Number (SSN)—Parent has a right to refuse to give student social security number; and some foreign students will not have a social security number. A copy of the student’s SSN card should NOT be made or kept in the cumulative folder.

Whose responsibility is it to obtain health and immunization information?
It is the school nurse’s responsibility to see that each student is in immunization compliance. The school nurse also establishes the health card cumulative folder when student enters school. The school nurse obtains the health information at the time of registration either by providing a health data packet to the registrar/counselor or directly to the family. The school nurse is responsible for obtaining the records from previous Parkway schools or Health Services Office.

What are procedures for "Administrator Phone Confirmation of Discipline Records Form?"

- Parent or registrar will fill out top portion of form and give to appropriate administrator. Administrator will give form back to registrar after contacting former school and approve/disapprove enrollment. Administrator will contact Coordinator of Discipline if student has been suspended for more than 10 days, expelled, or currently involved in court system. Registrar will contact parent if student is approved to attend and file this form with administrator's signature in cumulative education folder. This process should not take more than two days.
- If school receives signature on Student Record Request Form (PSD #282) from previous school then administrator does not need to contact previous school for discipline.
- Every student's cumulative folder must contain either a signed PSD Form #271 or PSD Form #282.
- If administrator cannot contact previous school (ex. foreign country, school no longer exists) then administrator may note on PSD Form #271 dates attempted to contact and approve enrollment of student.
A student may be enrolled in IC if a contact has not yet been made with the previous school, but the student may not attend until contact has been made. A school principal may also choose to make the contact before enrolling the student in IC.

If student is living with parent/guardian in the district what residency documentation must be provided?

1. Deed/sales contract of residence, contract to lease/rent, current real estate tax receipt, or mortgage statement AND
2. Other current proof of residency such as: unpaid utility bill, credit card statement, employer’s record of address, bank statement, or governmental acknowledgment of address (i.e., Social Security, welfare, voter registration, etc.). We do not accept a driver’s license as a proof of residency.

What are some scenarios that could happen during registration?

- **Family has just moved into district.** Must have closing paperwork on house, current real estate tax receipt, mortgage statement or lease agreement. Accept this as residency with understanding that parents will bring in another proof of residency within 30 days as specified in Policy JFAA.BP.
- **Family has contract on house but has not moved into district.** Family must call Joyce Pezold, Administration (415-8006), to apply for a permit to enroll.
- **Family has moved into district but living with relatives or friends.** Give "Instructions to Sign RESIDENCY AFFIDAVIT" to family.
  - The parent and student must be sleeping at the residence in order for the affidavit to be signed and approved.
  - Homeowner/Leasee and parent/guardian will go to District Pupil Personnel Office to prove residency and sign affidavit. They do not need to make an appointment as there is always someone in Pupil Personnel Office that can take care of the affidavit.
  - Parents must provide two proofs of residency at time they sign affidavit or within 30 days if they have just moved into district.
  - District Pupil Personnel Office will give copies of approved Residency Affidavit and proofs of residency to parent to take to school.
  - Registrar must note instructions on top right of Residency Affidavit. If the parent has just moved in, they will not have their own proof of residency at the time the affidavit is signed. It is the registrar’s responsibility to make sure the parent brings in the proofs of residency within thirty days of the student’s enrollment date.
  - Enrollment procedures must stop until parent has an Approved Residency Affidavit.
  - **EXCEPTION:** Sometimes the family lives in a home and the homeowner does not live in the residence. Then the family must provide a notarized letter from the homeowner/leasee stating that the family is residing in the residence and parent/guardian would also provide two proofs of residency. A residency affidavit would not be required.
- **Family lives in an unaccredited school district and wishes to attend Parkway.** Parkway is not accepting enrollments for students who reside in an unaccredited school district at this time.
- **Student is living with someone other than parents.** Have relative or parent call Supervisor of Student Records to set up appointment to discuss hardship waiver and other options. **Student must live with parent, court-appointed legal guardian, or military guardian (pursuant to a military-issued guardianship).** Supervisor of Student Records (5-5062) must be contacted regarding all Power of Attorneys. Supervisor will send letter during summer for renewal of power of attorney and hardship waivers. Power of Attorney and hardship waivers must be renewed every year. **EXCEPTION:** Students who are in the Voluntary Student Transfer program (VST) and live with someone other than a parent do not need a Hardship Waiver to attend. The person with whom the student is living must have power of attorney and show two proofs of residency. Send copy of Power of Attorney to Mary Theriot, ISC.
- **Student is living with biological parent that is not the custodial parent.** Parent must provide letter from custodial parent stating that they are aware student is residing with other parent and is enrolling in Parkway.
- **Student is living in a foster or group home.** Foster parent must provide court paperwork showing custody. Have foster parent fill out Foster Home Domicile Form and send to Mary Theriot, ISC. Add appropriate tag on IC under Pupil Personnel Tab.
- **Student coming from another country and living with relatives/friends.** Relatives/friends must have court-appointed guardianship. Hardship waivers do not apply to students from other countries as they are enrolling for educational purposes. A Power of Attorney is not acceptable in this situation.
- **Student is living independently and supporting himself/herself and is 18 years of age.** Inquire concerning relationship with parents. Require two proofs of residency from student. (Call Mary Theriot, 5-5062 if there are any questions.)
- **Student is 17 and living with someone other than parent, but not supporting him/her.** Must live with someone 21 years or older. Student must apply for a Hardship Waiver. (Call Mary Theriot, 5-5062)
- **Student is 18 and living with someone other than parent, but not supporting him/her.** Call Mary Theriot (5-5062). These cases are reviewed individually.

What situations must be referred to Supervisor of Student Records before enrollment may take place?

1. Parent(s) and students are residing with a Parkway resident. (Residency Affidavit)
2. Student living with someone other than parent/court-appointed guardian/military guardianship (pursuant to military-issued guardianship). (Hardship Waiver)
3. These and all applicants who cannot meet the above criteria are to be referred to Supervisor of Student Records (5-5062). Incorrect information may result in removal of the student from the Parkway School District and civil action to recover the costs of school attendance. Furthermore, under Missouri law any person who knowingly submits false information to satisfy the residency requirements may be charged with and convicted of a Class A misdemeanor.

**When is a special assignment needed?**

A “Special Assignment” is needed when a student lives in the Parkway School District and wishes to attend a school that is not in the normal attendance area. A Special Assignment Form (PSD Form #219) should be obtained from the principal's office. Both principals and assistant superintendent must approve the special assignment.

Student should be enrolled at their home school. Home school holds enrollment papers until a special assignment form has been approved then the enrollment papers may be forwarded to the requested school.

**What additional documentation is needed to be provided for an orphan?**

1. Official birth certificate of child shall be provided **AND**
2. Death certificate of one or both parents.

**What additional documentation is needed of a person having custody of a child under court order or governmental agency placement?**

1. Court order of agency placement document shall be provided **AND**
2. Official birth certificate.
3. Completed Foster Home Domicile Form. (See Chapter 12, Forms/Form Letters.)

**What documentation is needed of a student whose parents are divorced or separated?**

1. The parent with whom the child is living shall establish residency and enroll the student.
2. If student is residing with custodial parent, copy of divorce decree.
3. If student is residing with noncustodial parent, copy of divorce decree and Power of Attorney or letter from custodial parent indicating that he/she consents to the arrangement.
4. If student is residing with both parents equally, court documentation indicating that child is residing an equal amount with both parents.

**What documentation is required if parents were never married?**

A birth certificate should be provided in order to verify biological parents. In most cases there will not be any custody papers. Person with whom student is living is assumed to have custody in these cases. Student may start attending even if this documentation is not provided.

**May a high school student who has NOT been attending school enroll at any time?**

New students in grades 9-12 who are **17 years of age or older** and residents of the district will be allowed to enroll at the beginning of the semester or upon transferring from another education setting. If there has been a period of six (6) weeks or more when a student, who is 17 or older, has not been enrolled and attending another school, the enrollment may be denied. The student will then have to wait to enroll at the beginning of the next semester or may audit classes.

**How do I enter student information in IC?**

- Refer to the IC Student System User’s Manual for instruction on enrolling students in IC. [http://www.pkwy.k12.mo.us/inside/infiniteCampus/index.cfm](http://www.pkwy.k12.mo.us/inside/infiniteCampus/index.cfm)
- **Avoid assigning two student identification numbers.** Be sure to search in IC before adding a student into the system. This precaution is necessary in deciding if student has been a former student and already has an identification number as well as helping to obtain the previous Parkway cumulative education folder and health record. If student attended before 2008, the student will have two numbers, one from CIMS and one from IC. Both identification numbers must be noted in the cumulative folder.
- **All students enrolled in Early Childhood are enrolled in IC.** If a student has received Early Childhood services he/she has a Parkway student number in the IC system.

**What name must be recorded in IC?**

- Legal name as shown on birth certificate or court documentation.
- Do not use spaces in the middle of the last name. (Ex., Van Buren, Mc Donald, Mac Intosh; should be VanBuren, McDonald, MacIntosh)
What if a student wishes to use a name other than his legal name?
If a student wishes to use a name other than his legal name, the legal name will be recorded in IC and the name the student wishes to go by will be entered under “Nickname” in IC.

What address must be recorded in IC?
The mailing address should always be the same as the resident’s/student’s address. There could be a few extreme exceptions but these should be approved through Supervisor of Student Records. PO Boxes cannot be used as mailing address unless approved by Director of Pupil Personnel and Diversity.

Who must have a cumulative folder?
Each new student who attends in a Parkway school must have an education cumulative folder (PSD form #206, Class I folder), a health card (PSD form #207, kept in school nurse’s office) and immunization record established and maintained until the time the student leaves the district.

If a student only attends one hour must there be a cumulative folder created for this student?
Even if the student only attends in a Parkway School for one hour or one day, he/she must have a cumulative folder with all the necessary information entered. (See Maintenance of Education Cumulative (Cum) Folders)

How do I obtain cumulative folders of former Parkway students?

- Cumulative folders are stored at Parkway school last attended for one school year after student leaves Parkway.
- The folders are stored in the District Student Records Office for one full school year after receipt from the school; then microfilmed/digitized for permanent storage.
- Folders are stored four years in District Student Records Office after microfilming.
- Folders of former students may be requested from the District Student Records Office.
- E-mail (wcameron@parkwayschools.net) student’s name, ID number, and date of birth. Also include whether if the student is reenrolling or you are updating the record.
- A new folder will be created from the microfilm copy of students’ records prior to the six-year period of time and will be supplied upon request from District Student Records Office.

STUDENT ADMISSION POLICY TERMS

1. DOMICILE A customary or permanent dwelling place, home, residence, and one’s official legal residence. The domicile of a minor child is the same as the domicile of the child’s parent, court-appointed legal guardian, or military guardian (pursuant to a military-issued guardianship).
2. RESIDENCY Requires both physical presence and domicile within the district. Residency means that the minor student’s parent or guardian, or the student, if more than 18 years old, is domiciled in the district.
3. PROOF OF RESIDENCY Deed/sales contract of residence, contract to lease/rent, current real estate tax receipt or mortgage statement AND one other current proof of residency such as: unpaid utility bill, credit card statement, employer’s record of address, bank statement, or governmental acknowledgment of address (i.e., Social Security, welfare, voter registration, etc.).
4. WAIVER The intent of the waiver request is not to waive the requirement of residency in the district, but to waive the proof of residency requirement. An example may be a student who is not living with a parent, court-appointed guardian, or military guardian. These families shall be referred to the Superintendent’s Designee.
5. The RESIDENCY CRITERIA (PSD form #280) may be used as an information sheet for parents who question residency.
6. RESIDENCY VERIFICATION (PSD form #281) and REQUEST TO WAIVE THE PROOF OF RESIDENCY REQUIREMENTS (PSD form #279) are intended for students who are not living with either parent, but are living with a Parkway resident with a Power of Attorney. Copy of Power of Attorney must be sent to Mary Theriot, ISC.
7. A waiver is not required from:
   - A HOMELESS CHILD - A person less than 21 years old who lacks a fixed, regular and adequate nighttime residence including one who lives in a community shelter facility or transitional housing (167.020.1 RSMo.);
   - A VOLUNTEER TRANSFER STUDENT - A Voluntary Transfer Student if they are living in the city with someone other than their parent or court-appointed guardian. A copy of a Power of Attorney is required and kept in the student's cumulative folder; and a copy is sent to Mary Theriot, ISC;
   - A student who is a WARD OF THE STATE and has been placed in a residential facility by a juvenile court;
   - A student with a DISABILITY identified under State eligibility criteria if the student is in the district for reasons other than solely to access the district’s educational program;
   - A student attending a REGIONAL OR COOPERATIVE, ALTERNATIVE EDUCATION PROGRAM, or an alternative education program on a contractual basis; or
   - Pupils who qualify under RSMo. 167.121, 167.151, and 167.020(1-6).
RACIAL/ETHNIC CATEGORIES

Each year, every school district in Missouri is required to report to the Missouri Department of Elementary and Secondary Education student data by race and ethnicity categories that are set by the Federal government. The students will be identified by ethnicity (either Hispanic/Latino or not Hispanic/Latino) and by one or more racial groups as indicated below. Please note that the Parkway School District is required by the state to report the Race/Ethnic Origin for every student.

Definition of Race and Ethnic Categories Used for Federal Reporting

Ethnicity:

Hispanic/Latino
A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race

Race Categories:

American Indian or Alaska Native
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Black or African American
A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Observers should not tell a student or a parent how he or she should classify himself or herself. When asked, simply restate the question, explaining the definition within a race or ethnicity category. If a parent just states that a student is Hispanic, observers should encourage the parent to also select one or more race categories because people of Hispanic origin may be of any race.

Observer-identification is required as a LAST RESORT.
The federal government requires the use of observer identification of elementary and secondary school students’ race and ethnicity, as a last resort, if such information is not provided by the students and their parents. The Final Guidance recognizes the burden placed on school and district personnel in observer identification, and that the practice may not yield data as accurate as those from self-identification. However, absent self-identification or existing records, observer identification is considered preferable to having no data at all. Students and parents who are reluctant to self-identify should be informed that observer identification will be used. This may discourage them from refusing to self-identify.

Review the enrollment form with the parent at registration or make a phone call to follow up with the parent when the information is not volunteered. Explain, if asked, that the school district and state are required to provide such information as an aggregate to the federal government; that the school district is required to select race and ethnicity categories for students on their behalf if parents or students decline to answer the questions; and that the school district will maintain the confidentiality of individual race and ethnicity records. If the parent refuses to identify, an administrator will be the observer to select on students’ behalf.

In addition to visual observation there are ways to help you determine an individual’s race and ethnicity. Rely first on existing information before you actually “observe” the race or ethnicity of the student, but check your information source to the best of your ability. For example:

- Check the student’s prior record to determine whether a racial category was selected in the past. This can narrow down the possibilities, but you may still need to determine whether the student is multiracial or has selected one of the “old” categories that has been separated (e.g., Asian and Pacific Islander, or Hispanic with no race identified).
- Check whether a student’s sibling in the school has re-identified a race and ethnicity during the re-identification. There is, however, a possibility of different race and ethnicity among siblings as a result of adoption and blended families. If sufficient existing information is lacking, you may look for clues from other sources such as:
  - first-hand knowledge about the student or his/her family (check with a teacher or counselor);
  - the student’s and parent’s country of birth or country of origin;
  - the student’s home language or parent’s language of preference; and
  - knowledge about the community to which the school belongs.
Selecting an Ethnicity

If, in prior records, an individual has indicated that he or she was Hispanic, then the ethnicity question is answered. Your administrator will just need to observe and select a racial category. Many Hispanic individuals consider “Hispanic” as their race (partly due to past experience of using this as if it were a racial category). They may look for “Hispanic” or “some other race” in the race question. When they do not find it, they leave it blank. Following up might be all that is needed to collect the information directly from the student or parent. A student may volunteer his or her ancestry rather than answering “yes” to the Hispanic/Latino ethnicity question. The following is a list of Hispanic ancestry groups to which Hispanic individuals may refer themselves:

<table>
<thead>
<tr>
<th>Spaniard</th>
<th>Andalusian</th>
<th>Asturian</th>
<th>Castillian</th>
<th>Catalanian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balearic Islander</td>
<td>Gallego</td>
<td>Valencian</td>
<td>Canary Islander</td>
<td>Mexican</td>
</tr>
<tr>
<td>Mexican American</td>
<td>Mexicano</td>
<td>Chicano</td>
<td>La Raza</td>
<td>Mexican American Indian</td>
</tr>
<tr>
<td>Mexican State</td>
<td>Costa Rican</td>
<td>Guatemalan</td>
<td>Honduras</td>
<td>Nicaraguan</td>
</tr>
<tr>
<td>Panamanian</td>
<td>Salvadoran</td>
<td>Central American</td>
<td>Canal Zone</td>
<td>Argentinian</td>
</tr>
<tr>
<td>Bolivian</td>
<td>Chilean</td>
<td>Colombian</td>
<td>Ecuadorian</td>
<td>Paraguayan</td>
</tr>
<tr>
<td>Peruvian</td>
<td>Uruguayan</td>
<td>Venezuelan</td>
<td>Criollo</td>
<td>South American</td>
</tr>
<tr>
<td>Latin American</td>
<td>Latino</td>
<td>Puerto Rican</td>
<td>Dominican</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Spanish</td>
<td>Californio</td>
<td>Tejano</td>
<td>Nuevo Mexicano</td>
<td>Spanish American</td>
</tr>
</tbody>
</table>

Selecting a Race

In general, the new federal requirements conflate race and geographic/national origin. For example, “White” is defined to include people who originate from Europe, the Middle East, and North Africa. Though not an exhaustive list, the following chart may help in connecting geographic/national origin with a race, as defined in the Guidance:

<table>
<thead>
<tr>
<th>If an individual considers himself- or herself to be:</th>
<th>…or comes from one of the following countries or regions:</th>
<th>…and assuming single-race, the individual may be identified as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>European American</td>
<td>Northern Europe such as: Britain (Scotland, Ireland, Wales) Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Sweden Western Europe such as: Belgium, France, Holland, Luxembourg Central Europe such as: Austria, Czech Republic, Germany, Hungary, Poland, Slovakia, Switzerland Eastern Europe such as: Bosnia, Catalonia, Croatia, Cyprus, Greece, Italy, Macedonia, Malta, Montenegro, Portugal, Serbia, Slovenia, Spain Other such as: Caucasus, Armenia, Georgia, Azerbaijan</td>
<td>White</td>
</tr>
<tr>
<td>Middle Eastern American</td>
<td>Afghanistan, Egypt, Israel, Iraq, Jordan, Lebanon, Palestine, Saudi Arabia, Syria, Turkey, Yemen</td>
<td>White</td>
</tr>
<tr>
<td>North African American</td>
<td>Algeria, Egypt, Morocco</td>
<td>White</td>
</tr>
<tr>
<td>Black, African American, Afro-American</td>
<td>Bahamas, Barbados, Botswana, Ethiopia, Haiti, Jamaica, Liberia, Madagascar, Mozambique, Namibia, Nigeria, Nigriti, South Africa, Sudan, Tobago, Trinidad, West Indies, Zaire</td>
<td>Black</td>
</tr>
<tr>
<td>Asian American</td>
<td>Asian Indian, Bangladesh, Bhutan, Burma, Cambodia, China, Taiwan, Philippines, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Nepal, Okinawa, Pakistan, Singapore, Sri Lankan, Thailand, Vietnam; or ancestry groups such as Hmong, Mongolians, Iwo Jiman, Maldivian</td>
<td>Asian</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>Caroline Islands, Fiji, Guam, Hawaiian Islands, Marshall Islands, Papua New Guinea, Polynesia, Samoa, Solomon Islands, Tahiti, Tarawa Islands, Tonga</td>
<td>Pacific Islander</td>
</tr>
<tr>
<td>Australian or New Zealander-not an indigenous person</td>
<td>Australia, New Zealand</td>
<td>White</td>
</tr>
<tr>
<td>Aborigine, Indigenous Australian, Torres Straits Islander, Melanesian</td>
<td>Australia, New Zealand, Torres Straits Islands</td>
<td>Pacific Islander</td>
</tr>
</tbody>
</table>
NOTE: Approval of Special Assignments is contingent upon space being available in the receiving school. All Special Assignments are approved for one year only.

1. Social and psychological needs of students (attach a letter from a psychologist or physician).
2. Family leaving a school for another Parkway school – requests that student complete the school year. If space is available, the student may be allowed to remain through the 5th, 8th, or 12th grade.
3. Before or after school childcare.
4. Request to participate in a specific program that is not offered in the home school.
5. Severe discipline problems or severe problems with peer relationships (only upon recommendation of Discipline Committee).
6. Severe family problems such as divorce or separation.
7. Enrolled in a school identified for school improvement or identified as persistently dangerous pursuant to federal law.