

ENROLLMENT INFO FROM THE STUDENT PARENT HANDBOOK

INITIATE ENROLLMENT OF IMMIGRANT STUDENTS

Immigrant Students are students born in another country and enrolling in OKCPS for the first time. They must initiate enrollment at Language & Cultural Services at the Administration Building at 900 North Klein. Secondary students must present an original transcript from their country for evaluation at the time of enrollment or no later than ninety (90) days after enrollment. Credits will not be awarded after the ninety (90) day period. For more information contact the Language and Cultural Services office at 587-0172. As a result of a U.S. Supreme Court ruling, school personnel may not deny admission to a student during initial enrollment or any other time on the basis of undocumented status; or require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (457 U.S. 200 {1982}).

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The Oklahoma City Public School District will accept foreign exchange students participating in certified exchange programs, immigrant, and refugee students. Sponsoring agencies and host families should contact the Student Services office at 587-0438 about enrollment.

ADMISSION OF NON-RESIDENT STUDENTS

Provided that space is available and the student has not been suspended or voluntarily withdrawn for acts of violence or reckless disregard for others, the Oklahoma City Public School District will admit a nonresident student whose parents have acquired either an Open Transfer or an Emergency Transfer. Open Transfers into Oklahoma City Public Schools are obtained from and filed with the Oklahoma City Public School District only. However, applications must be filed no later than April 1 of the school year preceding the school year for which the transfer is desired. Emergency Transfers into the district require the approval of both Oklahoma City Public Schools and the sending district. Parents of regular and special education students who attend Oklahoma City Public Schools without an approved legal transfer may be required to pay an appropriate tuition fee. Out-of-district students are not to be considered for transfer into the district for enrollment in specialty schools or charter schools until all eligible in-district students are admitted. For further information regarding transfers, please contact Student Services at 587-0438.

SCHOOL ASSIGNMENT AND TRANSFERS - RESIDENT STUDENTS

Students are assigned to attend schools, within the district, according to their current place of residence and cannot attend schools outside their assigned area without an approved transfer. Under certain circumstances, transfers may be approved for students to attend another district school provided space is available and the principal of the requested site gives approval. A student transfer may only be revoked at the end of the school year by the building principal for failure to abide by school rules, poor academic performance and overcrowded conditions at the school site.

Emergency transfers outside the district are not permitted except for validated catastrophic medical conditions, validated graduating seniors moving into the district prior to their senior year, and to students who need special education programs not available in the

district. Open transfers shall be obtained from, and filed with, the receiving school district only. However, applications must be filed with the receiving district no later than April 1 of the school year preceding the school year for which the transfer is desired. For further information regarding transfers, please contact Student Services at 587-0438.

STUDENTS ENTERING THE DISTRICT FROM HOME SCHOOL/PRIVATE/ PAROCHIAL SCHOOLS

Students entering the district from home schooling programs and private or parochial schools will be given an achievement test by the school in which they enroll and placed according to their test results. Transcripts from accredited programs will be evaluated for possible course and grade credit.

STUDENT ENROLLMENT INFORMATION

- A. Parents of students on an IEP must provide a copy of the IEP for placement into proper classes upon enrollment.
- B. Pre-kindergarten - A child must be four (4) years old on or before September 1. Proof of birth date and immunizations are required (A valid birth certificate is preferred.) Contact the school principal for more information.
- C. Kindergarten - A child must be five (5) years old on or before September 1. Proof of birth date and immunizations are required (A valid birth certificate is preferred.) Students who attend a school with full day kindergarten must be enrolled for a full day. Contact your principal for more information.
- D. 1st Grade - A child must be six (6) years old on or before September 1. Proof of birth date must be furnished if the child was not enrolled in an Oklahoma City Public School kindergarten the previous year. Proof of immunizations and proof of successful completion of kindergarten are required to enter 1st grade.
- E. Grades 2-5 - A child will be placed in a grade according to the grade information from the last accredited school attended. Proof of grade must be furnished at the time of enrollment. Proof of residency is required. Real estate contracts, rental/lease agreements, current utility deposit or utility bill receipts are accepted. Grade cards, check-out and withdrawal forms presented at the time of enrollment will satisfy the proof of grade requirement. Students enrolling from non-accredited schools and home schooling must take a validation test to demonstrate their knowledge in particular subject areas.
- F. Grades 6-12 - Secondary level-A child will be placed in the grade that is certified on the transcript or academic record from an accredited middle/junior high or high school. Students enrolled from non-accredited schools and home schooling must take qualifying tests to determine grade level.
- G. Immigrant students are students born in another country and enrolling in OKCPS for the first time must initiate enrollment at Language & Cultural Services. As a result of a U.S. Supreme Court ruling, school personnel may not deny admission to a student during initial enrollment or any other time on the basis of undocumented status; or require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (457 U.S. 200 {1982})

- H. A student who has been suspended from a school outside the Oklahoma City Public School District will not be allowed to enroll in the District until the term of the suspension has expired.

WITHDRAWAL/ ENROLLMENT PROCEDURES

A twenty-four (24) hour notice is required prior to withdrawing a student to move to a new school area. The notice will allow sufficient time for students to return books issued and clear outstanding financial obligations. Parents will receive a copy of a Withdrawal Form to use when enrolling at the new school.

Enrollment at the new school requires: a copy of the Withdrawal Form, Immunization Records, Birth Certificate (for lower elementary grades and students new to the district), a minimum of three (3) working emergency telephone number and proof of residency in the new school area.

AFFIDAVIT OF SUPPORT/CHANGE OF GUARDIANSHIP

Adults serving as guardians for students in the district are required to show proof of guardianship with a certified court document, adoption papers, or transfer of guardianship through DHS, Social Security or a notarized letter from the parent.

In emergency situations other documents may be considered. Photo identification is required. Documentation such as a property deed, or notarized rental/lease agreement, or two different utility bills (ONG/OG&E/Water/Telephone) are required.

RESIDENCE VERIFICATION

Students wishing to enroll in Oklahoma City Public Schools must provide evidence of residency within the designated attendance area before they are accepted for enrollment at an individual school site.

Evidence may include the following:

1. Proof of payment of local personal income tax or ad valorem taxes.
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides.
3. Proof of provisions of utilities.
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration.
5. Maintenance of voter registration.
6. Notarized affidavit verifying residence and that the person has assumed the permanent care and custody of the student.