



ADMINISTRATIVE PROCEDURE

REGISTRATION AND WITHDRAWAL OF STUDENTS

5111

Procedure No.

December 17, 2001

Date

- I. **PURPOSE:** To provide the procedures for the registration and withdrawal of all students in a regular day school program.
- II. **POLICY:** The Board of Education Policy Number 5111 provides, among other things, for the registration and enrollment, free of charge, of any student between the ages of five and twenty years, whose parent or court-appointed guardian is a bona fide resident of Prince George's County, except students who have already received a diploma or a certificate from an accredited high school, Special Education Center, or Vocational High School.
- III. **DEFINITIONS:**
- Regular Student - A student between the ages of five and twenty years, whose parent or guardian is a bona fide resident of Prince George's County and who resides with the parent or court-appointed guardian in the school's attendance area.
- Emancipated Student - A student eighteen to twenty years of age, who has independently established residence in the school's attendance area, who has not received a diploma or certificate from an accredited high school.
- Nonresident Student - A student whose parent or court-appointed guardian is not a bona fide resident of Prince George's County.
- Foreign Student - A student who is not a United States citizen, a student who is a United States citizen whose primary language is not English, or a student whose transcripts are from a foreign country, including **all** immigrants and non-immigrants.
- Graduated Student - A student who has completed requirements for a diploma or a certificate from an accredited high school, Special Education Center or Vocational High School.
- Transfer Student - A student whose parent or court-appointed guardian resides in one attendance area, but who has received a student transfer approval to attend another school.
(Board Policy Number 5110.3)
- IV. **PROCEDURES:** The following steps comprise the procedures for the registration and withdrawal of students:
- A. Registration
1. The Regular Student
- a. The parent or guardian and student should present themselves to the school office where registration personnel determine that the student and parent or guardian resides in their school attendance area. To verify, use School Attendance by Street Report, SBS6030. If a student arrives at school alone and wants to register, he/she should be **TENTATIVELY** assigned to class. The school personnel should make every effort to contact the parent or guardian and advise same of the requirements of



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registration. If the parent or guardian is unable to come to school to complete registration forms, school personnel should contact the Pupil Personnel Worker. The Pupil Personnel Worker will assist in getting the forms completed.

- b. The parent or guardian and student should complete the Student Registration Form, PA14. If the student is transferring from another Prince George's County Public School, he/she should present the Transfer Card, SR7, and complete a new Student Registration Form. Be certain that all items are completed and that the applicant signs and dates the form.

NOTE: SCHOOL PERSONNEL SHOULD NOT USE THE STUDENT REGISTRATION FORM FOR ROUTINE PERIODIC UPDATE OF RECORDS.

- c. School personnel will complete the sections marked "For School Use", sign, and date the Student Registration Form, PA14, while the parent or guardian is present.
- d. The following documentation must be an original and can be used as proof of birth: birth certificate, hospital certificate, physician's certificate, baptismal or church certificate, family Bible, or passport/VISA. The PARENT (S) NAME MUST BE INCLUDED on the above items. As of the 1998-99 school year, a copy of the proof of birth must be attached to the Student Registration Form, PA14. Proof of birth is NOT a prerequisite for registering the homeless.
- e. Residence verification must be provided by the parent or guardian for all students, including students for Special Education. Proof of residency shall be a **prerequisite of admission** to the public schools, such proof must also be provided to school personnel with any change of residence. As of the 1998-99 school year, a copy of the proof of residence must be attached to the Student Registration Form, PA14. A Maryland Driver's License is NOT acceptable proof of residence. Proof of residence is NOT a prerequisite for registering the homeless.
- f. Parent(s) and guardian(s), who are registering their children in Prince George's County Public Schools for the first time, must complete the Affidavit of Disclosure, PA15, as required by law verifying their legal residence.
- (i) School personnel will check the Student Registration Form, PA14, or Affidavit of Disclosure, PA15, to assure that all items of information are completed and verify the proof of residence. Such items as **settlement papers, deeds of property, rental receipts, mortgage statements, lease agreements, tax bills, are acceptable.**
NOTE: If there is some question regarding the validity of one of the proofs, school personnel may require additional information; such as, a recent utility bill, or employment verification. ALL ITEMS MUST BE ORIGINAL.



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- (ii) Applicants completing the Affidavit of Disclosure, PA15, should be advised that completion of this form is required by law and is a prerequisite for admission in the public schools.
 - (iii) School personnel designated by the principal must witness the signature of the applicant on the Affidavit of Disclosure, PA15. The school retains the Affidavit of Disclosure, PA15, and places it in a school folder labeled “Affidavit of Disclosure”. The Affidavit of Disclosure may be destroyed after three years. If the applicant requests a copy for their information, it should be provided.
 - (iv) Only one Affidavit of Disclosure, PA15, is required when the applicant enrolls more than one student in the same school.
- g. A section of the Student Registration Form, PA14, or Affidavit of Disclosure, PA15, for **OTHER** proof of residence is provided. This should be used **ONLY** when a parent or legal guardian **AND** the student are temporarily living with a relative or friend. The relative or friend must provide the verification (proof) of their residence and a notarized statement signed by both parties detailing the arrangements, and it will then be accepted as **temporary proof of residence**. **The applicant should be advised that the school system reserves the right to monitor this type of proof periodically or as needed, normally 30 days.**
- h. Once all the registration forms are completed for a student, this information must be entered into the student database. Please refer to the Pupil Accounting and School Boundaries Procedures Manual for Reporting Enrollment and Attendance Data for detailed data.
- i. Follow-up Action by School Personnel:
- (i) Assign student to class and/or homeroom. Use form Tentative Grade or Subject Agreement for Placement of Enrolling Students, PS126, if appropriate.
 - (ii) Elementary schools complete the Family Card, PA5, and secondary schools complete the Student Information Card, PA18. This card is maintained for local school use.
 - (iii) The Student Registration Form, PA14, must be retained in the student’s folder. If the Affidavit of Disclosure, PA15, is completed, it should be filed in a school folder labeled “Affidavit of Disclosures”. Make a Cumulative Folder and a Permanent Record Card, PS46.
 - (iv) Prepare forms Request for Records Card, PS38, and Parental Permission to Request Information, PS16, to request student records from the previous school attended. Upon receipt of the records, update the cumulative folder/record card.



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2. The Nonresident Student
 - a. If the student is a nonresident who will be paying tuition, he/she may be enrolled in a Prince George's County public school with approval of the principal. For enrollment procedures, refer to Administrative Procedure 5118.1.
 - b. The applicant and school personnel should complete the Tuition Contract, Application to Enroll Nonresident Tuition Pupil, PA26/27. The PA26 portion of the form is to be used when an individual is required to pay nonresident tuition for a student. The quarterly amounts and dates must be written on the contract so the applicant is aware of his/her payments. The PA27 portion of the form is to be used when an authorized out-of-state agency including District of Columbia, Department of Human Services is required to pay the nonresident tuition for a student. Maintain a copy of the contract in the child's folder.
 - c. Students placed in County group homes or foster homes by a Juvenile Services agency or Social agency from another Maryland County of Baltimore City, are to complete the Application for Request to Enroll Nonresident Student, PA28. Maintain a copy of the application/contract in the child's folder.
 - d. If a request for a waiver of tuition is made, follow the procedure outlined in Administrative Procedure 5118.2.
 - e. Every year a new contract, PA26/27 or PA28, must be completed and signed by the agency.
3. The Foreign Student
 - a. The parent or guardian should be referred to the International Student Guidance Office for an interview and assistance in completing ALL REGISTRATION FORMS. Students MAY NOT be accepted into the school until such interview has taken place, and the appropriate records are sent to the school by the International Student Guidance Office.
 - b. The entire procedure for the registration of a foreign student can be found in the INTERNATIONAL STUDENT GUIDANCE OFFICE HANDBOOK.
4. The Graduated Student
 - a. If a student is a graduated student, enrollment in the regular scheduled day program is prohibited.
 - b. A graduated student may be enrolled in the Evening High School Program, the Adult Continuing Education Program, or in the Summer School Program, if a special need is demonstrated.



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- c. A graduated student who receives a Maryland High School Certificate may reenroll to obtain a Maryland High School Diploma.
5. The Transfer Student
 - a. No transfer may be granted by the local school other than Before and After Care.
 - (i) Principal must consider class size and school capacity before approving transfers.
 - b. Students cannot be enrolled based on the school's or parent's assumption that a transfer will be approved by the Transfer Evaluation Committee. Students should not be withdrawn from the home school until the transfer request has been approved.
 - c. The parent or guardian must present a letter indicating transfer **APPROVAL** by the Transfer Evaluation Committee.
 - d. After an enrollment conference, if one is required in the transfer approval letter, procedures for registering the Regular Student should be followed.
- A. Withdrawal of Students (Elementary and Secondary)
 1. Only the person who registered the child may withdraw a child from school unless:
 - a. There has been a court order moving the custody rights of the person who registered the child, and the person withdrawing the student is the legal custodian/guardian.
 - b. It is not possible for the person who registered the child to do so (e.g. the parents are incarcerated, deceased, hospitalized, unable to be located, etc.) and the person withdrawing the child is a parent/guardian.
 - c. The person who registered the child should not have been permitted to register them in the first place and the person withdrawing the child is a custodial parent/guardian.
 - d. You are directed by court order or Pupil Accounting and School Boundaries Department to do so.
 2. The parent, guardian, or emancipated student should appear in person or submit in writing that the student is withdrawing, stating the reason and anticipated last date of attendance. In the event this is not done, the school must make efforts to verify the circumstances of the withdrawal. The following steps should be taken:
 - a. Contact by telephone.



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- b. Verify with other school personnel such as the vice-principal, counselor, guidance secretary, school secretary or clerk.
 - c. Ask other students or neighbors.
 - d. Send a postcard.
3. If, after these steps have been taken, you are still unable to locate the student, refer the matter to your Pupil Personnel Worker. The Pupil Personnel Worker will then investigate and report back to the school.
- a. Students should not be withdrawn based on **ANTICIPATED** transfer request approval.
 - b. Secondary schools must use the Withdrawal Form, PA22.
 - c. All books and materials must be returned in satisfactory condition or restitution made in accordance with Administrative Procedure 6161.1. All outstanding fees, fines, or other financial obligations must be met.
 - d. The date of withdrawal will be the next school day following the last day of attendance.
4. In the case of a student transfer to another school within the county, complete the Maryland Student Withdraw/Transfer Record, SR7, and give it to the parent, guardian or student. Grades are NOT to be INCLUDED if there are any outstanding books, fees, fines or other financial instructional obligations.
5. Enter all withdrawal information (code and date) in the student database.
6. Release records according to Administrative Procedure 5125, and “The Student Records Guidelines”. Grades should NOT be RELEASED if there are any outstanding books, fines or other financial instructional obligations.
7. Any student withdrawn for attendance problems must be withdrawn in accordance with Administrative Procedure 5113.
8. Any student withdrawn because of expulsion for disciplinary reasons must be withdrawn in accordance with the “Code of Student Conduct” Administrative Procedure 10101. If the student is under compulsory school age of sixteen, use code W40 and over age sixteen, W46.
9. Any student withdrawn as a W33, lack of interest, or W34, employment, must be withdrawn in accordance with the procedures stated on the Notification of Pupil Withdrawn (Sixteen Years and Over) form, PS105.

III. **RELATED PROCEDURES:** For procedures applicable to registration, enrollment and withdrawal of students, see the following Board of Education Administrative Procedures:

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| 5010 | - Homeless Children and Youth School Access and Services |
| 5113.0 | - Pupil Attendance and Absence |



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- 5114.1 - Withdrawal of Students
- 5118.1 - Enrollment of Nonresident Students
- 5118.2 - Tuition Waivers for Nonresident Students
- 5125.0 - Individual Pupil School-Based Records
- 6161.1 - Use and Return of Textbooks and Related Educational Materials
- 10101 - Code of Student Conduct

FORMS: The following forms are used to complete the enrollment and withdrawal of students:

- PA5 - Family Card
- PA14 - Student Registration Form
- PA15 - Affidavit of Disclosure
- PA18 - Student Information Card
- PA22 - Withdrawal Form (Revised 7/78) - Secondary
- PA26/27 - Application for Enrollment of a Nonresident Student
- PA28 - Application for Request to Enroll Nonresident Students (Maryland Counties)
- PS16 - Parental Permission to Request Information
- PS38 - Request for Records Card
- PS46 - Permanent Record Card
- PS105 - Notification of Pupil Withdrawal
- PS126 - Tentative Grade or Subject Agreement for Placement of Enrolling Students
- SR7 - Maryland Student Withdraw/Transfer Record

- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Pupil Accounting and School Boundaries Department, and regular updating will be accomplished by that department as may be necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** These procedures specifically cancel and supersede Administrative Procedure 5111, Registration and Withdrawal of Students, dated August 1, 1985.
- VIII. **EFFECTIVE DATE:** December 17, 2001.

Approved By:
Iris T. Metts
Superintendent of Schools

Distribution Lists: 1, 2, 3, 4, 5, 6, 10, 11 and 12