

ADMISSIONS

FD  
(LOCAL)

**Persons Age 21 and Over**

The District shall admit persons between 21 and 26 years of age for the purpose of completing the requirements for a high school diploma.

**Registration Forms**

The student's parent, legal guardian, or other person having lawful control shall complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

~~At the time of initial registration and on an annual basis thereafter~~  
**IN ACCORDANCE WITH ADMINISTRATIVE REGULATIONS**, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency ~~in accordance with administrative regulations developed by the Superintendent~~. The District may investigate stated residency as necessary.

**Minor Living Apart**

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Nonresident Student in Grandparent's After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with this policy.

Substantial After-School Care

For the purpose of admission under this provision, a substantial amount of after-school care shall consist of at least two hours per school day for five days during the regular school week. This provision shall be applicable to a student 12 years old or younger. Any

special needs or circumstances shall also be considered for students older than 12 years of age.

A student enrolled under this provision may continue in enrollment so long as the grandparent provides this level of care.

The Superintendent shall have authority to waive these requirements on the basis of a student's extenuating circumstances.

**Students from Home, Parochial, and Private Schools**

A student in grades 9–12 who attends a home, parochial, or private school and whose parents reside in the District may, upon request, be approved to attend the District high school serving the attendance zone in which the student lives in order to enroll for subjects not available to the student in the other school setting. [See FC]

The student must be enrolled for a minimum of two hours each day, which qualifies him or her as "in membership" for one-half day. After enrolling at the high school serving the attendance zone of the student's residence, the student may then enroll for courses offered by the Center for Career and Technology Education or other specialized campuses.

A student who does not reside in the District shall be considered for such concurrent enrollment in accordance with the District's interdistrict transfer policies. [See FDA]

**Appeal of Admission Decision**

Decisions regarding residency and admissions may be appealed to the Board in accordance with policy FNG(LOCAL).

**"Accredited" Defined**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, campus counseling personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, parochial school, or homeschool shall be placed initially at the discretion of the principal, pending observation by classroom teachers, campus counseling personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Performance on District-developed assessment instruments.
6. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

Accredited Texas  
Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or  
Nonaccredited  
Schools

Upon admission, a student in grades 9–12 shall be placed initially at the grade level reached in the previous school, pending final transcript credit analysis by the campus counselor of record.

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

A preliminary transcript evaluation and intake shall be performed by the campus counselor of record. The counselor shall post the draft to the career and college readiness planner (CCRP).

Within ten days of receipt of a student official transcript, the counselor of record shall adjust the student's transcript and final grade placement to reflect the completed transcript credit analysis. The counselor of record shall finalize the review in the CCRP, and the registrar shall post to the AAR/CUM.

Additional time may be required if the District will require a translator for language or dialects in which District personnel are unfamiliar.

Transition  
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ **ENSURE credit, INCLUDING PROPORTIONATE CREDIT, IS AWARDED APPROPRIATELY** for **ALL** subjects and courses taken prior to enrollment.

[See EI]

**Appeal of Grade  
Placement or Credit  
Audit Decision**

Counselors of record shall provide to parents the grade-level notification form advising them of the grade-level placement of their child and the process to follow to submit questions or concerns. Students and parent complaints may be presented in accordance with FNG(LOCAL).

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed District withdrawal form that includes the reason for the withdrawal. A student who is 18 or older may submit a District withdrawal form without a parent or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

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