

2.0 ENROLLMENT AND REGISTRATION

2.01 REGISTRATION

To enter a Lauderdale County school, one should contact the appropriate elementary, middle, or high school for each child to register. Students must be five years old on or before September 2 to enter kindergarten; students must be six years old on or before September 2 to enter first grade. However, pupils who are six years old after September 2 who have completed kindergarten in another state and who have been certified to attend first grade in that state, may be accepted in first grade. The following documents are needed for initial enrollment in public schools:

1. For age verification, one of the following documents is needed. (No child will be denied enrollment if he/she possesses a document indicating a foreign place of birth).
 - Certified birth certificate (recommended)
 - Religious, hospital, or physicians document showing date of birth
 - Baptismal certificate
 - Entry in a family Bible
 - Adoption record
 - Affidavit from a parent
 - Previously verified school record, etc...
2. A social security card will be requested but not required. *Disclosure of your child's social security number (SSN) is voluntary. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child's SSN is being requested for use in conjunction with enrollment in school as provided in Ala. Admin. Code §290-3-1-.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.*
3. Certificate of Exemption or Certificate of Immunization (blue form IMM 50) against the following diseases: Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles (Rubella, Rubeola), Mumps/Whooping Cough, Varicella (chicken pox) (16-30-4) is required. Immunization certificates are available from the Lauderdale County Health Department, 4112 Chisholm Road, Florence, Alabama, and from local physicians. Grades K-12 will have two weeks to obtain an immunization certificate from the date of notification (6th, 9th or 10th graders may be notified to renew his/her health certificate). Children entering Pre-K programs are required to have a Certificate of Exemption or current Certificate of Immunization (Blue form-IMM 50) for enrollment. The State Health Department conducts an annual immunization survey of all public schools. The schools that are selected to participate in the on-site audit will provide local health department officials access to the requested immunization records. The enrollment of homeless, migrant, immigrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers: Lack of birth certificate; Lack of school records or transcripts; Lack of immunization or health records; Lack of proof of residency; Lack of transportation; and Unaccompanied, no guardian.

2.02 ADMISSION POLICY FOR HOMELESS, MIGRANTS, IMMIGRANT AND EL STUDENTS

Pursuant to the requirements of the *Elementary and Secondary Education Act* as amended by the *No Child Left Behind Act of 2001* and the *McKinney-Vento Homeless Assistance Act*, all homeless children, migrants, immigrants and English learners must have equal access to the same free appropriate public education, including public preschool education, provided other children and youth. This shall be the policy of the Lauderdale County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, migrant, immigrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers: **Lack of birth certificate; Lack of school records or transcripts; Lack of immunization or health records; Lack of proof of residency; Lack of transportation; and Unaccompanied, no guardian.**

Parents or guardians of homeless children and youth who are dissatisfied with the decision regarding school assignment are entitled to appeal the decision with the Lauderdale County Board of Education. In the case that a dispute cannot be resolved, the parties involved will immediately notify the State Department of Education, Office of Homeless Children and Youths, wherein the dispute will be resolved through its federal programs complaint procedure.