

Davis School District Policy and Procedures

Subject: 5S-002 Registration and Pupil Accounting

Index: Student Services – *Enrollment and Registration*

Revised~~DRAFT: July 15, 2025~~**July 21, 2026**

1. PURPOSE AND PHILOSOPHY

- 1.1 To specify Davis School District (District) student registration and transfer procedures.
- 1.2 To provide an effective and smooth transition for students at registration and withdrawal from school.
- 1.3 To provide teacher services to homebound or hospitalized students who qualify for the service.
- 1.4 To ensure that homeless, refugee, immigrant, and children of military families can attend school with as little disruption as reasonably possible.

2. RESIDENCY DETERMINATIONS

- 2.1 The District is responsible for providing educational services for all children of school age
 - 2.1.1 who are residents of the District. The school district of residence of a minor child whose custodial parent resides within Utah is the school district in which the custodial parent resides; or
 - 2.1.2 the school district in which the child resides:
 - [a] while in the custody or under the supervision (as defined in this policy) of a Utah state agency, local mental health authority, or substance abuse authority;
 - [b] while under the supervision of a private or public agency which is in compliance with [Utah Code Ann. §26B-2-131](#) and is authorized to provide child placement services by the state;
 - [c] while living with a responsible adult resident of the District, if the Director of Admissions has determined that:
 - (i) the child's physical, mental, moral, or emotional health will best be served by considering the child to be a resident for school purposes;
 - (ii) exigent circumstances exist that do not permit the case to be appropriately addressed under [Utah Code Ann. §53G-6-402](#);
 - (iii) considering the child to be a resident of the District would not violate any other law or rule of the [Utah](#) State Board of Education ([USB](#)E);
 - (iv) the child is receiving services from a health care facility or human services program, in accordance with Utah Administrative Code R277-621; or
 - (v) the child's parent moves from the state and has executed a legal power of attorney that meets the requirements of Utah Code Ann. §53G-6-302 (3)(d).
 - [d] while living with a responsible adult resident of the District who has been granted a court-ordered guardianship of the child; or
 - [e] if the child is married or has been determined to be an emancipated minor by a court of law or by a state administrative agency authorized to make that determination.
 - 2.1.3 Before a student is enrolled in a District school, the student's parent must show proof of residency in the boundaries of the school which the student desires to

attend. For the protection of privacy and confidentiality, schools shall not retain required verification documents.

- 2.1.4 Absent a safe schools violation, continual violations of the District truancy policy, or transfer to an alternative educational program, all students will be allowed to enroll in their school of residence until the end of their senior year. This opportunity is unrelated to the number of academic or citizenship credits earned by the student. Students under the protection of the IDEA have additional opportunities.

2.2 LEGAL GUARDIANSHIP

- 2.2.1 If guardianship of a minor child is awarded to a resident of the District by action of a court, the child becomes a resident of the District.
- [a] The guardianship status continues until terminated.
 - [b] A document issued by other than a court of law which purports to award guardianship to a person who is not a legal resident of the jurisdiction in which the guardianship is awarded is not valid in the state of Utah until reviewed and approved by a Utah court.
- 2.2.2 When a child's residence is established by transfer of legal guardianship, no tuition shall be charged.

3. STUDENT REGISTRATION PROCEDURES

3.1 REQUIRED DOCUMENTATION

In order to comply with state statutes and to ensure proper student placement, the District requires the following documents and information be provided to the school prior to registering or as outlined in the appropriate section.

- 3.1.1 **Immunization Record** - (See section 3.4)
An accurate and complete immunization record or immunization exemption.
- 3.1.2. **Reliable Proof of Student's Identity** – (See section 3.5)
- [a] A certified copy of a birth certificate; or
 - [b] other reliable proof of the student's identity, biological age, and relationship to the student's legally responsible individual; and
 - [c] an affidavit explaining the enroller's inability to produce a copy of the student's birth certificate for purposes of establishing legal first, middle, and last name, identification of missing children, and age.
 - [d] Supporting documentation may include:
 - (i) a religious, hospital, or physician certificate showing the student's date of birth;
 - (ii) an entry in a family religious text;
 - (iii) an adoption record;
 - (iv) previously verified school records;
 - (v) previously verified immunization records;
 - (vi) [documentation from a social service provider; or](#)
 - (vii) other legal documentation, including from a consulate, that reflects the student's biological age.
- 3.1.3 **Report Card or Written Record of Withdrawal**
A report card or written record of withdrawal from the last school they attended.
- 3.1.4 **Transcript Authorization Request** – (See section 3.6)
A signed authorization allowing the school of enrollment to request official transcripts and other records from the previous school.
- 3.1.5 **Proof of Residency** - (See section 2.1)
Proof of residency in the boundaries of the school that the student desires to

attend, unless enrolled under an alternative enrollment option (see District policy 5S-001), or the student has been identified as homeless (see section 3.16 of this policy).

3.1.6 For specific provisions regarding students who qualify as homeless under the McKinney-Vento Act, see section 3.16.

3.1.7 For specific provisions regarding students who qualify as dependents of active-duty military personnel, see section 3.17.

3.2 STATEWIDE STUDENT IDENTIFIER (SSID)

3.2.1 Pursuant to [Utah Code Ann. §53E-4-308](#), the District shall use the SSID system maintained by ~~the Utah State Board of Education (USBE)~~ to assign every student enrolled in a program under the direction of the Board of Education of Davis School District (Board) a unique student identifier and shall display the SSID on student transcripts exchanged with other districts or charter schools and Utah public institutions of higher education.

3.2.2 A school shall transcribe the names from the student's birth certificate or other reliable proof of the student's identity and age. This shall be the student's legal name for purposes of maintaining school records.

3.2.3 The SSID ~~shall be is an arbitrary number and may not contain~~ unique alphanumeric code ~~that does not incorporate~~ any ~~personally identifying information about the student~~ personal information, including birthday date or Social Security number.

3.3 ENROLL STUDENT BY LEGAL NAME

3.3.1 Students must be registered, and permanent records maintained, under the legal first, middle, and last name contained on the birth certificate or alternative form of identification accepted for registration.

3.3.2 A school may modify the order of student names, provide for nicknames, or allow for different surnames, consistent with court documents or parent preference, so long as legal names are maintained on student records and used in transmitting student information to the USBE.

3.4 IMMUNIZATION REQUIREMENTS

3.4.1 Immunizations Required

A student may not attend a school or early childhood program, unless the school or early childhood program receives an immunization record from the student's parent/guardian. The record must show the student has received each vaccination required by the Utah Department of Health under Utah Administrative Code R396-100-3, or:

- [a] has immunity against the disease as documented by a healthcare provider for any required vaccination that the student has not received;
- [b] is exempt from receiving the vaccination under section 3.4.3 of this policy;
- [c] qualifies for conditional enrollment under section 3.4.4 of this policy; or
- [d] complies with the immunization requirements for ~~military~~ children of military and Department of Defense civilian families under section 3.17-43 of this policy.

3.4.2 Official Utah School Immunization Record

Each school and early childhood program shall maintain on file an official Utah School Immunization Record (USIR) form for each student or a Utah Department of Health Personal Exemption Form if the student claims a medical, religious, or personal exemption.

- [a] Each school or early childhood program shall accept any immunization record ~~provided by a licensed physician, registered nurse, or public health official~~ as a certificate of immunization if ~~it is received from a statewide registry, the student's former school, or the student's parent, and it includes the type of immunization given and the dates given are specified~~ the date each vaccine was administered, as verified by a licensed health care provider, an authorized representative of a local health department, a registered nurse, or a pharmacist. ~~and it~~ The information ~~is~~ shall be transferred to an official USIR form.
- [b] Each school and early childhood program shall maintain up-to-date records of the immunization status for all students such that it can quickly exclude all non-immunized students if an outbreak occurs.
- [c] If a student withdraws, transfers, is promoted, or otherwise leaves the school or early childhood program, staff shall either:
 - (i) return the USIR and any exemption form to the parent of a student; or
 - (ii) transfer the USIR and any exemption form with the student's official school record to the new school or early childhood program.
- [d] The Utah Department of Health or the local health department may examine, audit, and verify immunization records maintained by each school.

3.4.3 **Vaccination ~~exemption~~ Exemption form Form**

- [a] A student qualifies for a medical, religious, or personal exemption from a vaccination required under Utah Administrative Code R396-100-3 if the student's parent provides to the student's school or early childhood program a completed vaccination exemption form from the Utah Health Department in accordance with Utah Code §53G-9-303.
- [b] A vaccination exemption form remains valid for as long as the student remains enrolled in the public education system; and part of the student's permanent school record, including if the student transfers school under Utah Code §53G-9-306.

3.4.4 **Conditional Enrollment and Suspension for Noncompliance**

If a school or program has not received a student's immunization record or there are deficiencies in the immunization record, the school or program must place the student on conditional enrollment in accordance with Utah Code Ann. §53G-9-308.

- [a] Within five (5) days after the day on which a school or early childhood program places a student on conditional enrollment, the school or early childhood program shall provide notice to the student's parent that:
 - (i) the school or early childhood program has placed the student on conditional enrollment;
 - (ii) describes the identified deficiencies in the student's immunization record ~~or states that the school has not received an immunization record for the student;~~
 - (iii) gives notice that the student will not be allowed to attend school unless the student's parent cures the deficiencies within thirty (30) calendar days of the notice; and

- (iv) describes the process for obtaining a required vaccination.
 - (v) the school will deliver the notice described in Subsection (iii):
 - (A) when possible, in the parent's preferred language; and
 - (B) using one of the following methods of delivery, as agreed upon by the school and parent: written notice delivered in person, by mail, email, or by telephone, including voicemail.
- [b] A school or early childhood program with conditionally enrolled students shall routinely review the status of all conditionally enrolled students until each student has completed the subsequent doses and provided written documentation to the school or program.
- [c] A school or early childhood program administrator shall grant an additional extension of the conditional enrollment period, if the extension is necessary to complete all required vaccination dosages, for a time period medically recommended to complete all required vaccination dosages; and may grant an additional extension of the conditional enrollment period in cases of extenuating circumstances, if one of the following agrees that an additional extension will likely lead to compliance during the additional extension period:
 - (i) a school nurse;
 - (ii) a health official; or
 - (iii) a health official designee as defined in Utah Code Ann. §53G-9-308(6).
- [d] For purposes of the conditional additional extension of the conditional enrollment period, a student with the qualifications below enrolling in a school for the first time is an extenuating circumstance.
 - (i) the student is three through 21 years old;
 - (ii) the student was not born in any state; and
 - (iii) the student has not attended one or more schools in one or more states for more than three full academic years.
- [e] If the parent fails to obtain the immunization required and provide the necessary documentation, the student shall be prohibited from attending school until the student complies with the immunization requirement under Utah Code Ann. §53G-9-302(1).

3.4.5 Exclusions of Students Who Are Under Exemption and Conditionally Enrolled Status

- [a] The local or state health department representative may exclude a student who has claimed an exemption to all vaccines or to one vaccine, [who is not immune to the outbreak disease](#), or who is conditionally enrolled from school attendance if there is good cause to believe that a student has a vaccine-preventable disease, has been exposed to a vaccine-preventable disease or will be exposed to a vaccine-preventable disease as a result of school attendance.
- [b] An excluded student may not attend school until the local health officer is satisfied that the student no longer risks contracting or transmitting a vaccine-preventable disease.

3.4.6 Reporting Requirements

~~Each school and early childhood program shall report the following to the Davis County Health Department's Immunization Program:~~

- ~~[a] by November 30 of each year, a statistical report of the immunization status of students enrolled in a licensed day care center, Head Start program, and kindergarten;~~
- ~~[b] by November 30 of each year, a statistical report of the two-dose measles, mumps, and rubella immunization status of all kindergarten through twelfth grade students;~~

~~[c] by November 30 of each year, a statistical report of diphtheria, tetanus, pertussis, hepatitis B, varicella, and the two-dose measles, mumps, and rubella immunization status of all seventh-grade students.~~

~~[d] by June 15 of each year, a statistical follow-up report of those students not appropriately immunized from the November 30 report in all public schools, kindergarten through twelfth grade.~~

3.5 BIRTH CERTIFICATE REQUIRED FOR ENROLLMENT OF NEW STUDENTS

3.5.1 **Written Notification** ~~Notify Parent in Writing~~

The principal shall provide written notification to the person enrolling a student for the first time in a particular school that, within thirty (30) days, he/she must provide:

- [a] A certified copy of the student's birth certificate; or
- [b] Other reliable proof under 3.1.2 of the student's identity, ~~and age,~~ biological age, and relationship to the student's legally responsible individual, together with an affidavit explaining the enroller's inability to produce a copy of the birth certificate.

3.5.2 **Birth Certificate or Other Reliable Proof Not Provided**

If a birth certificate or other reliable proof is not provided within 30 days of the first day of school, the District shall assign a review team to work with the person enrolling the student to determine the student's biological age for enrollment and appropriate school placement. The review team must include at least three members, at least one of whom must have completed training on the prevention of child sexual abuse and human trafficking required under Utah Code Ann. §53G-9-207(3)(a).

3.5.3 **Report to Criminal Investigations and Technical Services Division**

In addition to any duty to comply with the mandatory reporting requirements of physical or sexual abuse of students described in Utah Code Ann. § 53E-6-701, a school shall report to local law enforcement and to the Utah Criminal Investigations and Technical Services Division of the Department of Public Safety, any sign of child trafficking, as defined in Utah Code Ann. §53G-6-603, that the review team identifies in carrying out the review team's duties described in section 3.5.2.

3.5.3 **Identification of Missing Children - Identifying Records**

- [a] Upon notification by the Criminal Investigations and Technical Services Division of the Department of Public Safety of a missing child, the school in which that child is currently or was previously enrolled, shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted that the record is that of a missing child.
- [b] The school shall immediately report any request concerning flagged records or knowledge of the whereabouts of any missing child to the Division.
- [c] Upon notification by the Division that a missing child has been recovered, the school shall remove the flag from that child's record.

3.6 SCHOOL RECORD REQUIRED WHEN ENROLLING A STUDENT

- 3.6.1 Except as provided in section 3.17.2 of this policy, ~~within fourteen (14) days after enrolling a transfer student,~~ a school shall request a certified copy of a transfer student's record ~~a school shall request,~~ directly from the student's previous school, ~~a certified copy of the student's record.~~

- 3.6.2 Except as provided in section -3.17.2 of this policy, ~~any~~ a school requested to forward a ~~certified~~ copy of a transferring student's record to the new school shall comply within ~~thirty (30)~~ five (5) school days of the request. ~~The student record shall include the student's discipline file, including any safe-school violation, reintegration, or threat assessment.~~
- 3.6.3 ~~unless the~~ If the record has been flagged ~~pursuant to~~ in accordance with Utah Code Ann. §53G-6-602, as outlined in section 3.5.3-, a school may not forward the record to the new school, and the requested school shall notify the division of the request.
- 3.6.4 A school may not enroll a student unless the student's record from the previous school is received or the school administrator or designee reviews the USBE data gateway for any safe-school violation, reintegration, or threat assessment.

3.7 ENROLLMENT IN KINDERGARTEN

- 3.7.1 A child may be enrolled in the District if:
- [a] the child is at least five (5) years old before September 2 of the year in which admission is sought; however, a school may enroll a child in kindergarten who does not meet this age requirement if the child moves to Utah from another state where they were a resident and had already enrolled in and attended kindergarten and transfer to the enrolling school after the beginning of the same school year;
 - [b] the child has been vaccinated or is excused from vaccination in accordance with state law and section 3.4 of this policy; and
 - [c] the child is toilet trained according to the definition outlined in Utah Administrative Rule R277-631, unless the child's developmental delay qualifies as a related disability under IDEA or Section 504, or the child is in the process of being evaluated for this purpose.
- 3.7.2 All students who meet the five (5) year age requirement for entry to school shall initially be enrolled in kindergarten.
- 3.7.3 Parents of a child eligible for kindergarten enrollment may choose between a full-day kindergarten option or a half-day kindergarten option during the registration process.
- 3.7.4 A child who might experience delays in a particular area of development is encouraged to start kindergarten once they reach the required age. This allows the school to offer intervention programs to meet the child's special needs, recognizing that the child's age may make them ineligible for further participation in the District's early childhood programs.

3.8 SPECIAL EDUCATION SELF-CONTAINED STUDENTS ENROLLMENT AND PLACEMENT

Special education self-contained resident and nonresident student placement shall be reviewed, and the location determined by the Special Education Least Restrictive Environment Review Committee (LRE Committee).

3.9 GRADE LEVEL RETENTION AND ADVANCEMENT - ELEMENTARY GRADES

- 3.9.1 Grade level retention or advancement ~~are discouraged except~~ may be ~~considered~~ under special circumstances based on individual student need. Advancement or retention decisions shall be made after the following have been implemented:
- [a] teacher(s) adapting teaching strategies and curriculum to meet

- the learning and instructional needs of the student;
- [b] teacher(s) keeping written records of the student's performance;
- [c] teacher(s) meeting with parents when advancement or retention is under consideration;
- [d] parents obtaining and completing the *Grade Placement Change Form*;
- [e] parents meeting with the principal to provide input regarding the desired change;
- [f] parents meeting with a representative of the Student Services Department; and
- [g] review of the request by the Local Case Management Team (LCMT) *(For purposes of this policy, the LCMT must include, at a minimum, one of the student's current classroom teachers, or the most recent if during summer break, the school administrator, school psychologist, guidance counselor, and a representative of the school level Multi-Disciplinary Team.)*

3.9.3 No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social, and emotional development as recommended by the LCMT using the school level Multi-Disciplinary Team.

3.9.4 Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.

3.9.5 Retention and advancement recommendations are made by the LCMT after consideration of input from parents and others who are well acquainted with the student. Final decisions on retention and advancement are made by the Director of Admissions after consultation with the Davis Enhanced Education Program Supervisor and/or a Special Education Director when appropriate.

3.9.6 Students who have been determined eligible for and are receiving Special Education services are considered for retention or advancement only if the retention or advancement is consistent with the student's IEP.

3.9.7 Notwithstanding other provisions in this section, beginning with the 2029-2030 school year, a student in grade 3 who does not score at or above grade level on the end-of-level benchmark reading assessment shall be subject to retention in accordance with state law.

- [a] This retention requirement may be waived if a student meets a good cause exemption as described in Utah Code Ann. §53G-10-803(2)(b).
- [b] Retention in kindergarten through grade 2 may be considered when a student demonstrates a reading deficiency despite interventions.
- [c] A parent may appeal retention or promotion decisions in accordance with established administrative procedures if:
 - (i) the determination process was erroneous, or
 - (ii) there is new evidence that is relevant to the determination.

3.10 GRADE LEVEL RETENTION AND ADVANCEMENT - SECONDARY GRADES

3.10.1 Grade level retention or advancement is generally inappropriate and unnecessary in the secondary schools due to the structure of the classes being curriculum specific rather than grade or age specific, and flexibility allowed in placement and scheduling. Consideration of retention requires:

- [a] The student must have been continuously enrolled in a public or regularly established private school as defined by the USBE.
- [b] Documentation of extreme need or hardship must be provided, and hardships are limited to the following:
 - (i) sickness;
 - (ii) hospitalization;

- (iii) pending court investigation; or
- (iv) other extenuating circumstances beyond the control of the student.

3.10.2 Advancement or retention decisions shall be made after the following have been implemented:

- [a] teacher(s) adapting teaching strategies and curriculum to meet the learning and instructional needs of the student;
- [b] teacher(s) keeping written records of the student's performance;
- [c] teacher(s) meeting with parents when advancement or retention is under consideration;
- [d] parents obtaining and completing the *Grade Placement Change Form*;
- [e] parents meeting with the principal to provide input regarding the desired change;
- [f] parents meeting with a representative of Student and Family Resources; and
- [g] review of the request by the Local Case Management Team (LCMT) *(For purposes of this policy, the LCMT must include, at a minimum, one of the student's current classroom teachers, or the most recent if during summer break, the school administrator, school psychologist, guidance counselor, and a representative of the school level Multi-Disciplinary Team.)*

3.10.3 No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social, and emotional development, as recommended by the LCMT, using the school level Multi-disciplinary Team.

3.10.4 Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.

3.10.5 Final placement decisions remain with the LCMT, the Director of Student and Family Resources, and either the Advanced Learning Programs Supervisor when considering advancement or a Special Education Supervisor when considering retention, with consideration of input from parents and others who are well acquainted with the student.

3.10.6 Students who have been determined eligible for and are receiving Special Education services are considered for retention or advancement only if the retention or advancement is consistent with the student's IEP.

3.11 **SIXTH GRADE TRANSITION TO SEVENTH GRADE**

To facilitate a smooth transition from sixth grade to seventh grade:

3.11.1 Junior high schools shall begin the registration process of sixth graders no earlier than February for the following school year.

3.11.2 Elementary schools shall send students' permanent records, grades, and/or progress reports to junior high schools no later than one month prior to the beginning of the traditional calendar school year.

3.12 **RETAINED SENIOR REGISTRATION**

Twelfth (12th) grade students who do not graduate with their class are usually not allowed to enroll again the following year in a regular high school to complete their high school diploma requirements. These students must consider other alternatives to complete their high school education.

3.12.1 **Exceptions:** Occasionally, there may be a situation where, at the discretion of the District, a student beyond the general compulsory education age may remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

- [a] sickness;

- [b] hospitalization;
- [c] pending court investigation or action or both; or
- [d] other extenuating circumstances beyond the control of the student.

3.12.2 In such situations, the local school administration shall consult with parents or guardians and with the Department of Student and Family Services Resources in order to make a decision that is in the best interest of the student.

3.13 RE-ENROLLMENT INTO SCHOOL OF RESIDENCE AFTER ALTERNATIVE PLACEMENT OR WITHDRAWAL OF STUDENT

Students who have voluntarily transferred to or been placed by the District in an alternative program may re-enroll in their school of residence as follows:

- 3.13.1 The returning student may reenter the school of residence with the approval of the administrator of both schools. Principals denying re-enrollment must inform the student of the right to appeal and inform the Director of Admissions of the denial.
- 3.13.2 Decisions of the principal and the Director of Admissions may be appealed to the Case Management Team.
- 3.13.3 All decisions made by the Case Management Team are final and binding.

3.14 OUT-OF-SCHOOL YOUTH

- 3.14.1 An out-of-school youth is a student 16 years of age or older whose high school class has not graduated and who is no longer enrolled in a K-12 program of instruction.
- 3.14.2 The student shall be allowed to return to a District school; to be determined by the Director of Admissions prior to the time his/her class graduates, with the understanding and expectation that all necessary requirements of the traditional K-12 diploma shall be completed, provided that the student:
 - [a] is released from the adult education program; and
 - [b] has not completed the requirements necessary for an Adult Education secondary diploma; or
 - [c] has not successfully passed all high school equivalency exam modules and has not received a Utah High School Completion Diploma.

3.15 YOUTH IN CARE OR SIMILARLY DESIGNATED STUDENTS

- 3.15.1 Youth in care (YIC) students and the case manager of the custodial agency, if one is involved, shall make an appointment and meet personally with the Case Management Team and the District's YIC Administrator prior to the registration process.
- 3.15.2 In providing educational services to YIC students, the District will comply with state law and [Utah Administrative Code R277-709](#).

3.16 HOMELESS STUDENTS AND EMANCIPATED MINORS

Under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11432 through 11435, homeless children are entitled to immediate enrollment and full participation even if they are unable to produce records normally required for enrollment, which may include medical records, birth certificates, school records, or proof of residency.

3.16.1 "Homeless child" or "homeless youth" means a child who:

- [a] lacks a fixed, regular, and adequate nighttime residence;
- [b] has primary nighttime residence in a homeless shelter, welfare hotel, motel, congregate shelter, domestic violence shelter, car, abandoned building, bus or train station, trailer park, or camping ground;
- [c] sleeps in a public or private place not ordinarily used as a regular

- sleeping accommodation for human beings;
 - [d] is, due to loss of housing or economic hardship, living with relatives or friends, usually on a temporary or emergency basis due to lack of housing; or
 - [e] if a runaway, a child or youth denied housing by his family, or a school-age unwed mother living in a home for unwed mothers, who has no other housing available.
 - 3.16.2 A homeless child or homeless youth shall:
 - [a] be immediately enrolled even if the homeless youth does not have documentation required under state law, and this policy, if they lack immunizations or immunization records, the school must refer the parent or youth to the District's Homeless Liaison, who will assist in obtaining the necessary immunizations or records;
 - [b] be allowed to continue to attend his school of origin, to the extent feasible, unless it is against the parent's wishes; be permitted to remain in the student's school of origin for the duration of the homelessness and until the end of any academic year in which the student moves into permanent housing; or
 - [c] transfer to the school district of residence;
 - [d] have all fees waived.
 - 3.16.3 A determination of a residence or domicile for a homeless youth or emancipated minor may include consideration of the following criteria:
 - [a] the place, however temporary, where the child actually sleeps;
 - [b] the place where an emancipated minor or an unaccompanied youth or accompanied youth's family keeps the family's belongings;
 - [c] the place which an emancipated minor or an unaccompanied youth or accompanied /youth's parent considers to be home; or
 - [d] such recommendations concerning a child's domicile as made by the State Department of Human Services.
 - 3.16.4 Determination of a residence or domicile for a homeless youth or emancipated minor may not be based upon:
 - [a] rent or lease receipts for an apartment or home;
 - [b] the existence or absence of a permanent address; or
 - [c] a required length of residence in a given location.If there is a dispute as to the residence or the status of an emancipated minor or an unaccompanied youth, the issue may be referred to the State Superintendent for resolution.
 - 3.16.5 The purpose of federal homeless education legislation is to ensure that a child's education is not needlessly disrupted because of homelessness. If a child's residence or eligibility is in question, the child shall be admitted to school until the issue is resolved.

3.17 CHILDREN OF MILITARY AND DEPARTMENT OF DEFENSE CIVILIAN FAMILIES

This policy aims to support the educational needs of children from military and Department of Defense (DoD) families, to address the challenges caused by frequent relocations and parental deployments. "Transferring student" as used in this section means a child of a military family or DoD civilian family who is seeking to be enrolled in a school in the District.

3.17.1 Education Records

- [a] When a school receives the unofficial educational record of a transferring student from a school in a sending state, the school shall enroll and

appropriately place the transferring student based on the information provided in the unofficial educational record pending receipt and validation of the transferring student's official educational record.

- [b] At the time a transferring student is enrolled and conditionally placed, the school shall request the student's official educational record from the school in the sending state.

3.17.2 Enrollment Age

- [a] A school shall enroll a transferring student at the same grade level the student has been enrolled in at their previous school, regardless of age.
- [b] A transferring student who has satisfactorily completed a prerequisite grade level at their previous school shall be eligible to enroll in the next grade level, regardless of age.

3.17.3 Immunization

- [a] A transferring student who is not fully immunized against each required disease at the time of enrollment shall be given thirty (30) days from the day of enrollment to obtain the necessary immunization.
- [b] If the required immunization encompasses a series of immunizations, the initial immunization in the series satisfies the requirement for the student to be immunized within thirty (30) days from the date on which the student is enrolled.

3.17.4 Guardianship

- [a] Power of attorney lawfully executed under Utah Code Title 75A, Chapter 2, Uniform Power of Attorney Act, is sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
- [b] The District may not charge tuition to a transferring student placed in the care of a non-custodial parent or other person standing in *loco parentis* who lives in a jurisdiction other than that of the custodial parent.
- [c] A transferring student, placed in the care of a non-custodial parent or other person standing in *loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

3.17.5 Course Placement and Extracurricular Activities

- [a] A school that enrolls a transferring student shall place the student in educational courses or programs based on the student's course placement in the sending state's school or educational assessments conducted at the school in the sending state. This does not prohibit the school from performing additional evaluations after the student is enrolled to ensure appropriate placement and continued enrollment of the student in the educational course or program. A district administrative official may waive requirements or other prerequisites for any course or program under this section.
- [b] The District shall facilitate the opportunity for a transferring student to be included in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified to participate in the extracurricular activities.

3.17.6 Graduation

Schools shall work with transferring students to facilitate a student's on-time graduation from high school, consistent with District policy 4I-002 Graduation Requirements/School Credit Section 9.

3.18 FOREIGN EXCHANGE STUDENTS

- 3.18.1. All foreign students not accompanied by a parent or guardian must be cleared and approved through the ~~Department of~~ Student and Family Resources ~~Department~~ by June 30 unless a date extension is received from the Director of Admissions (Director).
- 3.18.2 The Director ~~of Admissions~~ shall establish a limit on the number of foreign exchange students and privately placed foreign students that may register at any one school. The decision of the Director shall be final.
- 3.18.3 The District may enroll a J-1 foreign exchange student if the student:
 - [a] is a foreign exchange student sponsored by an agency approved by the Director ~~of Admissions~~ under the criteria of 3.18.6 of this policy.
 - [b] meets the enrollment and membership requirements of Utah Code Ann. §53F-2-303; and
 - [c] is enrolled for one school year or less.
- 3.19.4 The District may enroll an F-1 foreign exchange student who does not qualify for membership if the student:
 - [a] is a foreign exchange student sponsored by an agency approved by the Director;
 - [b] pays tuition as established in Policy 6F-101 (School Fees, Fee Waivers and Provision in Lieu of Fee Waivers);
 - [c] complete an application to obtain an I-20 form as required by the Immigration and Naturalization Service in order to receive the F-1 student visa; and
 - [d] is enrolled in the school for one year or less.
- 3.19.5 The Director ~~of Admissions~~ may approve a foreign exchange student agency upon the agency providing a sworn affidavit or compliance that the agency has and will continue to comply with all State laws and District policies regarding the placement of foreign exchange students. A list of the minimum requirements for inclusion in the affidavit may be obtained from the Director ~~of Admissions~~.
- 3.19.6 Procedures and Requirements for Enrollment of Foreign Exchange Students and Privately Placed Foreign Students.
 - [a] Students shall provide records that allow proper grade placement. These shall include:
 - (i) demonstrated English language proficiency;
 - (ii) courses completed;
 - (iii) grades earned;
 - (iv) recommendation from teacher(s) or principal;
 - (v) health record/immunizations; and
 - (vi) copy of completed agency application (foreign exchange students only).
 - [b] Students shall provide proof of a tuberculin (TB) skin test given within six (6) months of enrollment.
 - [c] Students are expected to maintain at least a 2.0 GPA.
 - (i) If tutoring is required to help a student succeed, any costs must be the responsibility of the host family or agency.
 - (ii) Students are not eligible for ESL (English as a Second Language) or special education programs.
 - (iii) Those not meeting this expectation will be referred back to the sponsoring agency or individual to return home.
 - [d] The student's primary purpose of school enrollment is to improve the foreign student's knowledge of American culture and language through active participation in family, school, and community life.
 - (i) Students shall not be allowed to enroll if they have already graduated in their home country.
 - (ii) No J-1 foreign exchange student will be granted a High School

- Diploma, but may, at the discretion of the school principal, participate in the graduation activities.
- (iii) A F-1 foreign exchange student may be granted a High School Diploma if the student has prior approval from the Director of Admissions and he/she meet District graduation requirements.
- [e] Students shall not be allowed to enroll in Driver Education.
- [f] Students shall pay all appropriate school fees and participation charges and do not qualify for fee waivers.

3.20. SHORT-TERM CULTURAL FOREIGN STUDENT VISITORS

- 3.20.1 A short-term cultural foreign student visitor traveling to the United States as part of a cultural exchange program may be allowed to visit classes in a District school for a period not to exceed five days if the student is sponsored by a District-approved short-term exchange agency. (agency).
- 3.20.2 The Director of Admissions shall establish requirements that a requesting agency shall meet prior to allowing a sponsored exchange student to visit classes in a District school.

3.21. TUITION AND REGISTRATION OF OUT-OF-STATE NONRESIDENT STUDENTS

All fees and tuition must be paid prior to enrollment of out-of-state, nonresident students. Such students shall be placed through the Student and Family Resources Department.

- 3.21.1 Schools shall not enroll nonresident, foreign exchange, or privately placed foreign students without clearance from the Director of Admissions.
- 3.21.2 Attendance by nonresidents of the state shall not be permitted except with payment of full tuition as established in the Fee Schedule, Policy 6F-101.
- 3.21.3 These students are not included for the purpose of apportionment of state funds.
- 3.21.4 The nonresident student shall be charged tuition as established in the Fee Schedule (Policy 6F-101), which is at least equal to the per capita cost of the school program in which the student enrolls, unless the Board, in open meeting:
 - [a] determines to waive the charge for that student in whole or in part; and
 - [b] the decision to grant a waiver is reflected in the official minutes of the meeting.

3.22. HOMEBOUND OR HOSPITALIZED STUDENT

- 3.22.1 A student requiring homebound or hospitalized education services shall receive a minimum of two (2) hours of direct instructional contact per week with a licensed educator provided by the District at a District sponsored facility; at the student's place ~~or~~ of residence or convalescence; or through remote digital learning. The circumstances requiring the services shall be clearly stated and may include:
 - [a] specific injuries;
 - [b] surgery;
 - [c] illness;
 - [d] other disabilities;
 - [e] pregnancy;
 - [f] suspension;
 - [g] pending court investigation or action; or
 - [h] District determination that a student should receive home instruction and supervision for a designated period of time.
- 3.22.2 The expected period of absence must be estimated. The anticipated length of absence should be for at least ten (10) consecutive school days or more, but not longer than two (2) months or one term.

- 3.22.3 A student with disabilities meeting these requirements may be accounted for under the special education homebound instruction program and receive the appropriate special education funding.
- 3.22.4 For a student to receive the services, a parent or legal guardian shall submit a request for services prior to the initiation of services. The request shall:
- [a] be submitted to the school principal on the District request form prior to initiation of the services.
 - [b] clearly state and specify the condition requiring the services;
 - [c] include an estimate of the expected period of absence; and
 - [d] be signed by the health care professional treating the student who verifies the condition requiring services and the expected period of absence.
- 3.22.5 The health care professional signing the form shall be:
- [a] a licensed physician;
 - [b] licensed psychologist; or
 - [c] licensed social worker.
- 3.22.6 School Principal Responsibilities
- The local school principal shall ensure that every student eligible for such educational services is provided with these services. In determining the length of time and the number of visits, the student's age and physical condition must be considered. Prior to approving services, the school principal shall:
- [a] receive the request for homebound/hospitalized services;
 - [b] verify the completion of the form, including the request of the health professional;
 - [c] select staff to serve as instructors based on student need and teacher availability;
 - [d] develop procedures for collecting and grading assignments and recording information to assure credit;
 - [e] develop procedures to ensure that curriculum is followed and adapted in accordance with student needs and instructional limitations;
- 3.22.7 Teacher Responsibilities
- Two (2) hours of direct instruction per week shall be provided to each student. The educator providing the services to homebound or hospitalized students shall:
- [a] provide a minimum of one hour for each visit, not including travel time, collecting, grading, and recording of assignments;
 - [b] instruct students outside regular contract hours; and
 - [c] verify the presence of a parent or responsible person designated by the parent to be in the home during instruction.
- 3.22.8 Instructional Program
- While the District will provide instruction for a student unable to attend school due to serious illness or injury, it must be understood that home/hospital instruction cannot replace every aspect of a student's education.
- [a] Reduction of class requirements cannot be expected.
 - [b] Participation classes may pose special challenges. Credit may be lost, or a poor grade earned, since there is no way to duplicate the activities of a participation class when the student is at home or hospitalized.
 - [c] Earning of academic credit is not guaranteed.
- 3.22.9 Students with Unusual Health Problems
- The principal shall forward referrals to the ~~Department of~~ Student and Family Resources ~~Department~~ for students with unusual health problems for whom frequent absences are expected (part or whole day) to the extent that they will seriously interfere with their education, or who may require more than two (2) hours of instruction per week.
- [a] The referral will be accompanied by a recommendation from local school

- [b] staff as to appropriateness.
These referrals will be reviewed by the ~~Department of~~ Student and Family Resources ~~Department~~. The principal shall be informed of the subsequent decision.

4. PUPIL ACCOUNTING & ATTENDANCE INFORMATION

The Superintendent is responsible for all student accounting in the District and for the preparation or approval of all reports to the State Board of Education that include enrollment and attendance information.

4.1 Minimum School Days

Schools shall provide educational services over a minimum of 180 ~~school days each school year to qualify for full minimum funding~~ instructional days or equivalent instructional hours.

4.2 Variances from Standard School Year

4.2.1 The Board may approve variances from the standard school year and instructional calendar, including professional development days, parent-teacher conferences, kindergarten assessment days, contingency days, and emergency closure adjustments, in accordance with USBE R277-419-4.

4.2.2 Total instructional time and annual school calendars shall be approved by the Board in an open meeting.

4.2.3

~~4.2.1 For a learner validated program, the District may satisfy instructional requirements through equivalent instructional hours and demonstrated academic progress rather than minimum instructional days as authorized by law.~~

~~4.2.1 The Board may allocate up to thirty-two (32) instructional hours or four (4) school days for teacher professional development, subject to the approval of two-thirds of the Board members.~~

~~4.2.2 Schools may conduct parent teacher and Plan for College and Career Readiness conferences during the school day in accordance with the Board approved school calendar.~~

~~4.2.3 The Board may designate no more than a total of five educational service days at the beginning of the school year for the assessment of students entering kindergarten. In accordance with Utah Administrative Code R277-419-4(7).~~

~~4.2.4 The Board shall provide adequate contingency school days and hours in the District's yearly calendar to avoid the necessity of requesting a waiver except in the most extreme circumstances.~~

~~4.2.5 Total instructional time and school calendars shall be approved by the Board in an open meeting.~~

~~4.2.6 The District may seek a waiver directly from the State Superintendent from the 180-day requirement for a school closure due to snow, inclement weather, or other emergency as described in Utah Administrative Code R277-121-5.~~

4.3 Student Membership Eligibility

4.3.1 ~~A student is a member of a class or school from the date of entrance at the~~

~~school and is placed on the current roll until official removal from the class or school due to the student having left the school. Removal from the roll does not mean the school should delete the student's record; it only means the student should no longer be counted in membership.~~ Student membership and eligibility for Minimum School Program (MSP) funding shall be determined in accordance with state law and Utah Administrative Code R277-419-5.

- 4.3.2. ~~In order to generate membership for funding through the Minimum School Program (MSP) for any clock hour of instruction on any school day, the District shall ensure that a student being counted in membership.~~ The District shall maintain enrollment and membership records in the District's official student information system and ensure that students counted in membership meet applicable requirements related to enrollment status, residency, school age eligibility, participation, and program assignment.

- 4.3.3 Students may generate membership and funding through participation in state-authorized instructional programs and services, including attendance validated programs, learner validated programs, Statewide Online Education Program (SOEP) courses, concurrent enrollment, Career and Technical Education (CTE), homebound instruction, suspension, release for religious instruction, approved extracurricular participation, and other programs authorized under Utah Administrative Code R277-419.

- 4.3.4 The Board or designee may approve exceptions or alternative instructional arrangements for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.

- ~~[a] has not previously earned a basic high school diploma or certificate of completion;~~
- ~~[b] has not been enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;~~
- ~~[c] does not have unexcused absences during all of the prior ten (10) consecutive school days;~~
- ~~[d] is a resident of Utah as defined in Utah Code Ann. 53G-6-302;~~
- ~~[e] is of qualifying school age or a retained senior;~~
- ~~[f] is expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school day, if enrolled in an attendance validated program;~~
- ~~[g] has direct instructional contact with a licensed educator by the District at the student's place of residence or convalescence for at least 120 minutes each week during an expected period of absence, if physically excused from a District facility for an extended period of time, due to:~~
 - ~~(i) injury;~~
 - ~~(ii) illness;~~
 - ~~(iii) surgery;~~
 - ~~(iv) suspension;~~
 - ~~pregnancy;~~
 - ~~pending court investigation or action; or~~
 - ~~the District determines that home instruction is necessary.~~
- ~~[h] Students may generate MSP funding by participation in an approved CTE course(s) on the campus of another state-funded institution where such a course is not offered at the student's school of membership and course(s) is consistent with the student's Plan for College and Career Readiness.~~

- [i] 4.4 Students may generate MSP funding by participation in a District-sponsored or District-supported learner validated education program that is consistent with the student's Plan for

~~College and Career Readiness, has been approved by the student's counselor, and includes regular instruction or facilitation by a designated employee of the District.~~

- (i) ~~_____~~
- [j] ~~_____~~ A student may also be counted in membership for the equivalent _____ in _____ hours:
- (i) ~~_____~~ Up to one period each school day, if the student has been: _____
- ~~_____~~ (1) ~~_____~~ released by school upon parent request during _____ the school day for religious instruction or _____ individual learning activity consistent with the _____ student's Plan for College and Career Readiness; or
- (2) ~~_____~~ exempted from school attendance under state law for home schooling and participates in one or more extracurricular activities under Utah Administrative Code R277-438 and District policy.
- (ii) ~~_____~~ Up to all periods each school day if the student is enrolled in: _____ a concurrent enrollment program that satisfies all the _____ criteria of Utah Administrative Code R277-713 and _____ District policy; a private school without religious affiliation under a contract initiated by the District, which directs that the instruction be paid by public funds. Contracts shall be approved by the Board in an open meeting;
- ~~_____~~ a foreign exchange student program under Utah Code Ann. §53G-6-707; or
- (iii) ~~_____~~ As otherwise designated in Utah Administrative Code R277-_____ 419-6.
- [f] ~~_____~~ An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.

4.4 ~~_____~~ Official Records

- 4.4.1 ~~To determine student membership, the administration at each school shall be responsible for reporting daily student attendance.~~ Each school shall maintain accurate student attendance and membership records using the District's computerized attendance-student information system. These records shall clearly and accurately show for each student the:
 - [a] entry date;
 - [b] exit date;
 - [c] ~~exit-withdrawal~~ or high school completion status;
 - [d] ~~whether or not an absence was excused~~ excused and unexcused absences;
 - [e] disability status, resource or self-contained, if applicable, and
 - [f] YIC status, ISI-1, ISI-2, or self-contained, if applicable.
- 4.4.2 ~~Computerized or manually produced records for~~ Career and Technical Education (CTE) attendance shall be maintained in accordance with applicable state reporting requirements and shall include student enrollment and attendance information required for program reporting and funding purposes. ~~programs shall be kept by teacher, class, and core code. These records shall clearly and accurately show for each student in a CTE class the:~~

~~{a} entry date;~~

~~{b} exit date; and~~

~~{c} excused or unexcused status of absence.~~

4.4.3 ~~A minimum of one attendance check shall be made by the school each school day.~~ Schools shall conduct at least one attendance check during each school day. For the first and last five school days of the school year, schools may report aggregate membership in accordance with Utah Administrative Code R277-419-8, provided instructional activities continue throughout required calendared instructional days.

~~{a} Due to school activities requiring schedule and program modification during the first days and last days of the school year:~~

~~(i) For the first five (5) school days, a school may report aggregate days of membership equal to the number recorded for the second five-day period of the school year.~~

~~(ii) For the last five-day period, a school may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period.~~

~~(iii) Schools shall continue instructional activities throughout required calendared instruction days.~~

4.5 School District Student Accounting Audits

The District shall conduct an annual internal audit of attendance data accuracy in accordance with Utah Administrative Code R277-419-13.

~~4.5.1 An independent auditor shall be employed by the District to annually audit student accounting records and report the findings to the Board and to the Finance and Statistics Section of the USBE.~~

~~4.5.2 Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided by the USBE.~~

~~4.6 Out of School Student Suspensions~~

~~Suspensions are covered under District Policy 5S-100 Student Conduct and Discipline.~~

~~4.6.1 Upon direction of the principal, a student may be suspended from school for a period not to exceed ten (10) consecutive days. Suspensions exceeding ten (10) consecutive days may be made by the Case Management Team. In all cases of out of school student suspensions, procedures outlined in the Davis School District Student Conduct and Discipline Policy will be followed.~~

~~4.6.2 A suspended student shall not be counted in membership after ten (10) consecutive days of suspension unless the school continues to provide the student with educational services for at least 120 minutes each week during the suspension period.~~

4.76 DISTRICT STUDENTS ENROLLED OUT OF STATE SHALL NOT RECEIVE TUITION ASSISTANCE

Under no condition, except by a vote in a regular open meeting of the Board of Education, shall the Board, by written agreement, pay the tuition of a student attending school in a district outside the state.

DEFINITIONS

“Active duty members of the uniformed services” includes members on full-time duty status in the active uniformed service of the United State, including member of the National Guard and Reserve; members or veterans who are severely injured and medically discharged or retired for a period of one year after medical discharged or retirement; and members who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

“Adult education” means organized public educational programs, other than regular full-time and summer elementary and secondary day school, which provide opportunities for adult and out-of-school youth who have not graduated, to further their education.

~~“Aggregate Membership” means the sum of all days in membership of all students during a school year for eligible students enrolled in a public school.~~

~~“Attendance validated program” means a program within and LEA that consists of eligible, enrolled public school students who physically attend school in a brick and mortar school~~ an educational program where: a) student participation is measured by physical or virtual attendance at scheduled instructional periods; and a student receives direct teacher interaction and instruction for the course or program the student is enrolled in.

“Child of DoD Civilian Families” means a school-age child enrolled in kindergarten through grade 12 residing in the household of a currently serving DoD civilian.

“Children of Military Families” means a school-age child enrolled in kindergarten through grade 12 who is legally residing in the household of an active-duty service member.

“Custody” means the status of being legally subject to the control of another person or a public agency.

“Emancipated minor” means: 1) a child under the age of 18 who has become emancipated by order of a court or through marriage, or 2) a child recommended for school enrollment as an emancipated or homeless child by an authorized representative of the Utah State Department of Social Services.

“Full-time Student” means for purposes of participation in student activities, a student enrolled in a Davis School District school a minimum of three-fourth (3/4) of a school day.

“Hardship” means circumstances that develop outside the control of parents or school officials which suggest a documented and compelling reason why a student would be better served in a different school.

“Instructional day” means: a) for **attendance validated programs**, a day with scheduled instructional periods and direct teacher interaction; or b) for **learner validated programs**, any day during which educational services are actively provided through the LEA’s structured learning system. Instructional day does not include: a) days where educational services are not actively provided to students; or any day in a program that an LEA designated as learner validated solely to avoid providing direct educational services that would otherwise be required for an attendance validated programs.

“Instructional hours” means for **attendance validated programs**, hours of scheduled instruction; or for **learner validated programs**, equivalent hours of educational services as defined by LEA policy.

~~“Learner validated program” means a program within an LEA that consists of eligible, enrolled public school student where the student receives instruction through a) an online learning program; b) a blended learning program; or c) a competency-based learning program.~~ an educational program specifically designed for competency-based or self-paced learning where: a) student participation is measured by demonstrated academic progress and completion of learning objectives rather than by attendance during a scheduled class or instructional period.

“Minimum School Program (MSP)” means the state-supported public school programs for kindergarten, elementary, and secondary schools described in UCA § 53F-2-102(4).

“Missing child” means a person under the age of 18 who has been missing from his home environment or a temporary placement facility for any reason, and whose whereabouts cannot be determined by the person responsible for the child’s care.

“Out-of-school youth” means an individual 16 to 19 years of age whose high school class has not graduated and who is no longer enrolled in a K-12 program of instruction.

“Parent” means a parent or legal guardian having legal custody of a minor child.

“Retained senior” means a student beyond the general compulsory education age who is authorized by the District to remain in enrollment as a high school senior in the year (s) after the cohort has graduated.

“School of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled.

“School district of residence” means the district in which an emancipated minor or an unemancipated minor’s parent is domiciled or currently residing.

“School Day” means a day ~~where~~ when an LEA provides educational services to students subject to the requirements described in Section R277-419-4.

“Supervision” (for purposes of district of residence determination) means a minor child is: (1) receiving services from a state agency, local mental health authority, or substance abuse authority with active involvement or oversight; and (ii) engaged in a human services program that is properly licensed or certified and has provided the school district receiving the minor child with an education plan that complies with the requirements of Utah Code Ann. §62A-2-108.1.

“Plan for College and Career Readiness” is a developmentally organized intervention process that includes: a written plan, updated annually, for a secondary student’s (grade 7-12) education and occupational preparation; all Board and local board graduation requirements; evidence of parent or guardian, student, and school representative involvement annually; attainment of approved workplace skill competencies, including job placement when appropriate; and identification of post-secondary goals and approved sequence of courses.

~~**“Qualifying school age”** means: (1) a person who is at least five years old and no more than 17 years old on or before September 1; (2) with respect to special education, a person who is at least three years old and no more than 21 years old on or before September 1.~~

“Transitioning” means the time period during which a child of a military family is in the process of transferring from one school to another.

“Unexcused absence” means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made and the student’s absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with ~~District policy 5S-404 Attendance and Truancy Intervention and school policy~~ [this policy](#).

“Youth in Care” means a person under the age of 21 who does not have a high school diploma or a GED certificate who is, pursuant to a determination that the person is neglected, delinquent, or guilty of a criminal act, 1) receiving services from of the Department of Human Services; 2) in the custody of an equivalent agency of a Native American tribe recognized by the United States Bureau of Indian Affairs and whose custodial parent or legal guardian resides within the state; or 3) being held in a juvenile detention facility.

REFERENCES

[Utah Code Ann. §26B-2-116](#) – Coordination of human services and educational services.

~~[Utah Code Ann. § 53E-3-401\(8\)](#) – State Board to adopt rules and may interrupt disbursements if district fails to comply.~~

[Utah Code Ann. §53G-10-203](#) – Missing persons – Report – Notification.

[Utah Code Ann. §53E-3-503](#) – Education of ~~persons under 21~~ individuals in custody of or receiving services from certain state agencies.

~~[Utah Code Ann. §53E-3-524](#) – Newcomer student and foreign exchange student transcript repository.~~

[Utah Code Ann. Title 53E, Chapter 3, Part 9](#) – Interstate Compact on Educational Opportunity for Military Children.

[Utah Code Ann. Title 53E, Chapter 3, Part 12](#) – Education Opportunity for Children of United States Department of Defense Employees.

[Utah Code Ann. §53E-4-308](#) – Unique student identifier.

[Utah Code Ann. §53G-6-603](#) – Requirement of birth certificate for enrollment of students -- Procedures.

[Utah Code Ann. §53E-6-701](#) – Mandatory reporting of physical or sexual abuse of students.

[Utah Code Ann. Title 53G, Chapter 2, Part 2](#) – Compulsory Education.

[Utah Code Ann. §53G-4-402\(8\)](#) – Child at least five years of age before September 2, or the year in which admission is sought.

[Utah Code Ann. Title 53G, Chapter 6, Part 3](#) – School District Residency.

[Utah Code Ann. Title 53G, Chapter 6, Part 6](#) – Preventing Enrollment or Transfer of Missing Children.

[Utah Code Ann. §53G-7-228](#) – Personal care independence standards – school enrollment.

[Utah Code Ann. §53G-9-207](#) – Child sexual abuse prevention.
[Utah Code Ann. Title 53G, Chapter 9, Part 3](#) – Immunization of Students.
[Utah Code Ann. §75-5-103](#) – Delegation of power by parent or guardian.
[Utah Code Ann. §75-5-201](#) – Status of Guardian of Minor.
[Utah Administrative Code R277-121](#) - Board Waiver of Administrative Rules.
[Utah Administrative Code R277-419](#) – Pupil Accounting.
[Utah Administrative Code R277-612](#) [Foreign Exchange Students](#).
[Utah Administrative Code R277-616](#) – Education for Homeless and Emancipated Students.
[Utah Administrative Code R277-621](#) – District of Residence.
[Utah Administrative Code R277-702](#) – Procedures for the Utah High School Completion Diploma.
[Utah Administrative Code R277-709](#) – Education Programs Serving Youth in Care.
[Utah Administrative Code R277-911](#) – Secondary Career and Technology Education.
[Utah Administrative Code R277-631](#) - Student Toilet Training Requirements
[Utah Administrative Code R396-100](#) – Immunization Rules for Students.

FORMS AND OTHER LINKS

[Grade Placement Change Form](#)
[Homebound/Hospitalization Instruction Form](#)
[Home Release \(no credit – 2 or more periods\)](#)
[Proof of Residency Procedures](#)

DOCUMENT HISTORY:

Revised: November 15, 1994

Revised: October 20, 1998

Revised: November 6, 2001 - Revised after comprehensive review to comply with state statutes and administrative rules.

Revised: April 1, 2003 - Changes in foreign exchange students' and nonresident students' application deadlines made to reflect changes in legislation.

Revised: June 17, 2003 - Removed Nov. 6 change to eligibility for extracurricular participation of students entering high school for the first time from junior high who attend a school different from the school designated to serve their attendance area.

Revised: September 23, 2003 - Added Unsafe School Choice Transfer Option section.

Revised: January 18, 2005 - Changed secondary boundary variance procedure to include a random selection process and cross-level exchanges under the direction of school directors.

Revised: November 7, 2006 - Technical changes due to updates made to Administrative Rules. R277-419 Pupil Accounting Rule: added section 2.2 statewide student identifier (SSID); section 2.21 student accounting updated along with some definitions. R277-616 Education for Homeless Students updated section 2.13. R396-100 Immunization Rule for Students updated 2.3.

Revised: November 21, 2006 - Made changes in the secondary boundary variance to allow for certain boundary variances after the initial random selection process.

Revised: March 13, 2007 - Changes in foreign exchange students, allowing director of admissions to approve a foreign exchange student agency upon the agency providing a sworn affidavit of compliance as required under State administrative rule.

Revised: September 17, 2008 - Removed boundary variance and enrollment options to a new policy 5S-407 Enrollment Options for Students. Removed requirement that a social security number be requested upon enrollment. Updated definition of homeless to reflect federal and state changes, updated accounting codes regarding high school completion status.

Revised: July 14, 2009 - Technical changes to comply with State Law and Administrative Rules. Added section 2.17 Military Children legislation provides some exceptions in the law for military children regarding education records, enrollment age, immunization and guardianship. Added section 2.18.4 allows enrollment in any public school if enrollment is necessary as determined by DCFS. Added section 2.14 Out-of-School Youth changes the administration of the GED and changes the GED Certificate to a High School Completion Diploma. Added section 2.15.8 regarding the confidentiality of youth in custody student records.

Revised: September 1, 2009 - No change to content, renumbered from 5S-403 to 5S-002 with reorganization of Policy Table of Contents.

Revised: February 17, 2009 - Technical changes made due to updates made in Administrative Rule R277-419. Official records changes from the last 3 days to 5 days a school may report aggregate hours of membership equal to number recorded for preceding 5 day period.

Revised: July 13, 2010 - Technical changes made to comply with State Law and Administrative Rule. Military children modification. Changes in Foreign exchange students. Schools will accept one for one exchange students.

Revised: February 1, 2011 - Changes made in the grade retention and advancement policy. Updates in high school completion status section made to comply with changes in Utah Administrative Rule R277-419. Removed the two letter exit code associated with the exit status of a student. These exit codes are reported as specified in Data Clearinghouse documentation and do not need

to be in policy.

Revised: September 20, 2011 - Technical changes made due to updates made in Administrative Rule R277-419. Changes made in the definition of graduates.

Revised: May 7, 2013 – Technical changes made due to updates made in State law and Administrative Rules.

Revised: August 12, 2014 – Non-substantive changes.

Revised: January 26, 2016 - Revised to make non substantive stylistic changes in rule relating to youth in custody and homeless children.

Revised: May 2, 2018 - Updated to comply with changes in State law on immunization HB308 (2017). Updated military children references (HB27). Updated residency determinations for students receiving services from a health care facility or human services program (HB125 and UAC R277-621). Changes in Utah Administrative Rule R277-419 Pupil Accounting. Added section on approving short-term cultural exchange programs.

Revised: September 4, 2018 – Updated to comply with change in State law. HB178 Power of Attorney provides for local determination on enrollment if parent moves from the state.

Updated by committee: Non-substantive changes to comply with HB416 (2019) Educational services for students in human services programs.

Revised: August 6, 2019 (by consent) – Updated to comply with legislative change HB416. Defines, in the context of a child's school district of residency, the term "supervision" of a child who is served by a human services program.

Revised: June 2, 2020 - Updated to comply with definitions and terminology in Administrative Code R277-419. Reorganized policy.

Revised: October 6, 2020 on Consent - Updates to comply with changes in Administrative Code R277-616 to include language that brings the rules into compliance with federal requirements for a state education agency to have a policy regarding fee waivers for homeless students.

Revised: July 13, 2021 – Updated consistent with changes in administrative rule R277-419 on pupil accounting, and SB145 Military Family Education Amendments which allows out of state child of a military family to enroll and attend before relocating to the state and remain enrolled after the student's parent relocates out of state.

Revised: November 1, 2022- Updated to comply with definitions and terminology in Administrative Code R277-419 & H.B. 230 Reorganized policy

Revised: May 7, 2024- Updated to comply with Administrative Rule R277-63; student toilet training requirements.

Notification of full and half-day kindergarten options.

Revised: July 15, 2025 - Updated to reflect legislative and regulatory changes. HB76 permits a child to enroll in kindergarten in Utah if the child moves from another state and has already enrolled in and attended kindergarten there during the same school year. HB228 removes provisions regarding the expiration of a vaccination exemption form. SB17 establishes K-12 requirements for children of employees of the United States Department of Defense. R277-419 reinstates the option to convert up to five instructional days at the beginning of the year to conduct kindergarten pre-assessment.

Revised: 2026: HB188 requires a school to refer a minor to court after a minor has allegedly committed a drug possession offense for a third time; SB30 modifies language on birth certificates related to human trafficking; SB167, modifies timelines and requirements for transferring student records; and nonsubstantive cleanup of policy language throughout.