

Procedural Guidelines for Student Registration and Transfers

Student Registration Procedures

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. Except for immunization certificate, students may be allowed up to thirty (30) days following registration to provide the following information:

- *Immunization Record* – An accurate and complete immunization record or immunization exemption.
- *Birth Certificate* – A certified copy of a birth certificate for purposes of establishing legal first, middle, and last name, identification of missing children, and age.
- *Report Card or Written Record of Withdrawal* – A report card or written record of withdrawal from the last school they attended.
- *Proof of Residency* – Proof of residency in the boundaries of the school which the student desires to attend unless enrolled under an alternative enrollment option, or the student has been identified as homeless. All students will meet the residency requirement as described in the Millard District Policy, File Code: 6220, Equal Educational Opportunities: Residency.

Statewide Student Identifier (SSID)

1. Pursuant to Utah Code Ann. §53E-4-308, the District shall use the SSID system maintained by the Utah State Board of Education to assign every student enrolled in a program under the direction of the Board of Education of Millard 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.
2. Students are required to provide their legal first, middle, and last names at the time of registration to ensure that the correct SSID follows students who transfer among districts.
3. The SSID shall be an arbitrary number and may not contain any personally identifying information about the student.

Enroll Student by Legal Name

1. Students must be registered, and permanent records maintained, under the legal first and last name contained on the birth certificate or alternative form of identification accepted for registration.
2. This does not preclude the use of a preferred first and/or last name in daily school activities 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 Utah State Board of Education.

Immunization Requirements

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; or
 - b. is exempt from receiving the vaccination under Section 53G-9-303 of the Utah Statutory Code
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 the type of immunization given and the dates given are specified and the information is 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. The Utah Department of Health or the local health department may examine, audit, and verify immunization records maintained by each school.

3. Vaccination Exemption 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/guardian 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 student's parent/guardian must renew the vaccination exemption form through the Utah Health Department and provide a copy of the exemption form to the school when a student enrolls in kindergarten and again when the student enrolls in grade 7.
4. If a school or program has not received a student 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 written notice to the student's parent/guardian, in person or by mail, 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;
 - iii. gives notice that the student will not be allowed to attend school unless the student's parent/guardian cures the deficiencies within twenty-one (21) calendar days of the notice; and describes the process for obtaining a required vaccination.
 - 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

a school nurse or health official agree that an additional extension will likely lead to compliance during the additional extension period.

- d. If the parent/guardian fails to obtain the immunization required and provide the necessary documentation, the student shall be prohibited from attending school until the student complies with immunization requirement under Utah Code Ann. §53G-9-302(1)

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 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.

6. Reporting Requirements – Each school and early childhood program shall report the following to the Millard County Health Department’s Immunization Program:

- a. by November 30 of each year, a statistical report of the immunization status of students enrolled in an early childhood 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, preschool through twelfth grade.

Birth Certificate Required for Enrollment of New Students

1. 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 certified copy of the student's birth certificate; or
 - Proof of Student Identity and Age Affidavit located on District website: <https://www.millardk12.org>.
2. Notification Required if Birth Certificate is Not Provided – Upon the failure of a person enrolling a student, the principal shall notify that person in writing that unless he/she complies within ten (10) days the case shall be referred to the local law enforcement authority for investigation.
3. Report to Criminal Investigations and Technical Services Division
 - a. If compliance is not obtained within that ten (10) day period, the principal shall refer the case to the Utah Criminal Investigations and Technical Services Division within the Department of Public Safety.
 - b. The principal shall immediately report to the Division any affidavit received under this section which appears inaccurate or suspicious.
4. Identification of Missing Children - Identifying Records
 - a. Upon notification by the Utah Criminal Investigations and Technical Services Division 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.

School Record Required When Enrolling Student

Within fourteen (14) days after enrolling a transfer student, a school shall request, directly from the student's previous school, a certified copy of his/her record. The school requested to forward a copy of a transferring students record to the new school, shall

comply within thirty (30) school days of the request unless the record has been flagged pursuant to Utah Code Ann. §53G-6-602 as outlined in section 2.5.4.

Required Documentation When Transferring a Student Out of District

Before a student is removed from a cohort, they must have written confirmation that the student has transferred. If, after multiple attempts the school cannot obtain official written confirmation that a student has transferred out, the student may *not* be removed from the cohort.

1. Appropriate Adequate Official Written Documentation for each Transferred Student:

- a. A request for records from the receiving high school; or
- b. An approved application for home schooling or distance education; or
- c. Evidence of a transfer that is recorded in a State's data system; or
- d. A letter from an official in the receiving school acknowledging the student's enrollment.

2. Documentation must be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor so that the transfer can be verified through audits or monitoring.

a. Transfer Codes requiring written documentation:

CH = Transferred from charter to home school (redundant with TH)

DE = Died

FE = Participated in foreign exchange

TC = Transferred out of country

TH = Transferred (from district) to home school

TO = Transferred out of Utah to another state

TP = Transferred to private school

WM = Withdrew for medical reasons

WP = Withdrew from preschool

Entrance Age for Kindergarten Pupils and Post-High Students

1. A child may be enrolled in the District if he/she is at least five (5) years of age as of September 1 of the year in which admission is sought.
2. Exceptions shall not be allowed for students entering from other districts; private schools; or pre-school.
3. Students entering from out of state, who have previously been enrolled in kindergarten may seek enrollment in the District.
4. All students who meet the five (5) year age requirement for entry to school shall initially be enrolled in kindergarten.
 - a. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if Military Child is 'Y'
[Utah Code 53E-3-905(4)]
5. Post High Enrollment for Special Ed Students – If the student is age 22 as of July 1 of the school year, the student will not be permitted to enroll for the school year. If the student is age 21 as of July 1, the student can enroll and attend for the entire school year.

Retained Senior Registration – Students Who Do Not Graduate with Their Class

Twelfth (12th) grade students who do not graduate with their class shall not usually be 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 school education through GED and/or Adult Education Programs.

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; or
 - b. hospitalization; or
 - c. pending court investigation or action or both; or
 - d. other extenuating circumstances beyond the control of the student.
2. In such situations, the local school administration shall consult with parents or guardians and with the Department of Student Services in order to decide which is in the best interest of the student.

Re-Enrollment into School of Residence After Alternative Placement or Withdrawal of Student

1. 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:
 - a. The returning student may re-enter the school of residence with the approval of the administrator of both schools. Principals denying re-enrollment must inform student of right to appeal and inform the District of the denial.
 - b. Decisions of the principal and the school team may be appealed to district officials.
 - c. All decisions made by the district are final and binding.

Out-of-School Youth

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. The student shall be allowed to return to a District school; to be determined by the District Administration 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 Diplomas; or
 - c. has not successfully passed all four GED Test modules and has not received a Utah High School Completion Diploma.

Homeless Students and Emancipated Minors

For specific provisions regarding students who qualify as homeless under the McKinney-Vento Act

Residency Determinations – The District is responsible for providing educational services for all children of school age who are residents of the District. The school district of residence of a minor child whose custodial parent or legal guardian resides within Utah is:

1. the school district in which the custodial parent or legal guardian resides; or
2. the school district in which the child resides:

- a. while in the custody or under the supervision of a Utah state agency;
 - b. while under the supervision of a private or public agency which is in compliance with Utah Code Ann. §62A-4A-606 and is authorized to provide child placement services by the state;
 - c. while living with a responsible adult resident of the District, if 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 State Board of Education;
 - iv. the child is receiving services from a healthcare facility or human services program, in accordance with Utah Administrative Code R277-621; or
 - 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.
3. Before a student is enrolled in a District school, the student's parent or legal guardian 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.
 4. Absent a safe school 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.

Legal Guardianship

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. When a child's residence is established by transfer of legal guardianship, no tuition shall be charged.

Student Accounting Including Enrollment & 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.

1. Minimum Standards for School Days-Schools shall conduct at least 990 hours of instruction time each school year in a minimum of 180 school days to qualify for full minimum funding; the 180 days shall be scheduled during the twelve (12) month period beginning July 1st with the following exceptions:
 - a. The kindergarten program is a half-day program providing a minimum of 450 hours of instruction in a minimum of 180 school days during a school year.
 - b. In grade one, the school shall provide a minimum of 810 hours of instruction in a minimum of 180 school days during a school year.
 - c. The District shall plan for emergency, activity, and weather-related exigency time in its annual calendaring. If school is closed for any reason, the school shall make up the instructional time missed under the emergency, activity, or weather-related time as part of the minimum required time.
2. Official Records
 - a. To determine student membership, the administration at each school shall be responsible for reporting daily student attendance using the District's computerized attendance system. These records shall clearly and accurately show for each student the:
 - i. entry date;

- ii. exit date;
- iii. exit or high school completion status;
- iv. whether or not an absence was excused;
- v. disability status (resource or self-contained, if applicable); and
- vi. A minimum of one attendance check shall be made daily by elementary schools and in each class period in secondary schools.

b. School Membership

- i. 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 exited the school, the class, or expulsion by School Officials. Exited students should no longer be counted in class and school membership.
- ii. In order to generate membership for funding through the Minimum School Program (MSP) for any clock hour of instruction on any school day, a student shall:
 - 1. not have previously earned a basic high school diploma or certificate of completion;
 - 2. not have unexcused absences on all of the prior ten (10) consecutive school days;
 - 3. be a resident of Utah as defined in Utah Code Ann. Title 53G, Chapter 6, Part 3;
 - 4. be of qualifying school age or a retained senior;
 - 5. be expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school day, unless otherwise excused from such a facility in accordance with State rule or District policy.
 - 6. participate in online non-traditional courses offered by the district. Participation will be verified through online student log entries for each course.

- iii. Students may generate MSP funding by participation in a State/District- sponsored or District-supported nontraditional 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 face-to- face instruction or facilitation by a certificated employee of the District.
- iv. A student may also be counted in membership for the equivalent in hours up to one period each school day, if the student has been:
 - 1. released by school upon parent's request during the school day for religious instruction or individual learning activity consistent with the student's Plan for College and Career Readiness; or
- v. Up to all periods each school day, if the student is enrolled in:
 - 1. a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713 and District policy;
 - 2. 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;
 - 3. a foreign exchange student program under Utah Code Ann. §53G-6-707; or
 - 4. As otherwise designated in Utah Administrative Code R277-419- 6.
- c. Homebound or Hospitalized Student – 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 or at the student's place of residence or convalescence to qualify for full membership in the regular program.
 - i. The circumstances requiring the services shall be clearly stated and may include:
 - 1. specific injuries;

2. surgery;
 3. illness;
 4. other disabilities;
 5. pregnancy;
 6. suspension;
 7. pending court investigation or action; or
 8. District determination that a student should receive home instruction and supervision for a designated period of time.
- ii. 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.
 - iii. 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.
 - iv. For a student to receive the services, a parent or legal guardian shall submit a request for services prior to the initiation of services.
 - v. The request shall:
 1. be submitted to the school principal on the District request form prior to initiation of the services;
 2. clearly state and specify the condition requiring the services;
 3. include an estimate of the expected period of absence; and
 4. be signed by the health care professional treating the student who verifies the condition requiring services and the expected period of absence.
 - vi. The health care professional signing the form shall be:

1. a licensed physician; or
2. licensed psychologist; or
3. licensed social worker.