

<b>DESCRIPTOR TERM:</b>  <b>Students</b>	<b>Millard District Policy</b> <b>File Code: 6020</b>  <b>Approved: 09-10-20</b>
--	---

### **ADMISSION AND ASSIGNMENT**

1. A child who is 3-years old or older may enter preschool if he or she has an Individual Education Plan (IEP) requiring such. If a student without an IEP turns 4-years old before September 2<sup>nd</sup>, he/she may enter preschool, on a space available basis as a tuition-paying student.
  - a. Tuition and fees are to be set in the annual board approved fee schedule.
  - b. The district shall determine according to the availability of open spots in pre-school sections, the number of tuition-paying preschool students to be accepted annually. The superintendent will develop a fair and consistent method to determine which fee paying students to accept if the number of applicants received exceeds the spaces available.
2. Any child who is 5-years old before September 2<sup>nd</sup> may enter kindergarten after presenting a birth certificate or other acceptable and evidence of proper immunizations or justifiable waiver. Medical and dental examinations are recommended.
3. All students will meet the residency requirement as described in the Millard District Policy, File Code: 6220, Residency and Guardianship
4. It shall be the policy of the Board to delegate the authority for pupil assignment of grades or rooms to each individual school principal. Any exceptions from a regular placement shall be referred to the Superintendent.
5. Within fourteen (14) days after enrolling a transfer student (simultaneously if the student is a military child), a school shall request, directly from the student's previous school, a certified copy of his record and shall exercise due diligence in obtaining the record.

[Utah Code § 53G-6-604 \(2018\)](#)  
[Utah Code § 53E-3-905\(2\) \(2018\)](#)
6. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply within thirty (30) school days (10 days if the student is a military child) unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.

[Utah Code § 53G-6-602 \(2018\)](#)

7. If a school within the District receives notification from the Bureau of Criminal Identification that a child that is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.

[Utah Code § 53G-6-602 \(2018\)](#)