

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 420
---	-------------

School Admissions - Transfer Students

School Admissions

Each student attending school in the Johnson Creek School District as a resident must demonstrate that they are eligible to do so by providing that he/she resides within the established boundaries of the District except as otherwise provided. This requirement applies to any student seeking to enroll in the District and any student seeking to continue to attend school in the District.

Residency shall be defined as the physical location (address) a child is an inhabitant of for at least 50% of the time, provided the child is not an inhabitant at the address solely for the purpose of participating in free education from the District. A business address, post office box or sham residence does not constitute residency. The District shall require proof of residency and, at the discretion of the District, may require a parent or guardian* to sign a notarized affidavit of residency. In the event the District learns that a child’s place of residency is different than the information provided to the District, the District may charge tuition in accordance with state law or take other action authorized by state law.

The administration shall verify the age and residence of students enrolled in the District schools. Each student must present reliable evidence of age, such as a birth certificate.

Proof of residency:

Before any student is admitted to the Johnson Creek Schools, the student’s parent or legal guardian (or adult student) must prove legal residency in the Johnson Creek School District. Families whose primary residence is outside of the Johnson Creek School District boundaries are not eligible to attend the Johnson Creek Schools except as provided by law.

All students must submit at least one document from the approved list:

- Current signed lease (including landlord’s name, address, and phone number)
- Closing statement or residential purchase agreement
- Current utility bill (within the past 60 days) containing address (Gas, electric, cable, water or telephone bill (Cell phone bill is not an acceptable document)
- Current payroll deposit record containing current address (within past 60 days)
- Current W-2 containing address
- Current property tax statement containing address

The residency requirements do not apply to students enrolling as non-resident students (paying tuition), open enrolled students or homeless students.

**Legal guardianship requires additional documentation from a court or agency*

Residency Issues

1. All residency issues shall be reported to the District Administrator and shall be resolved as soon as possible
2. Issues regarding children living in the District but not living with their parent or guardian:
 - a. A child living in the District but not living with his/her parent/guardian who is seeking to enroll in the District should be directed to the District Office.
 - b. The reason the child is living in the District and why he/she is unable to live with his/her parent/guardian must be given
 - c. Any child who physically resides in the district for a purpose other than attending school or participating in extra-curricular activities (including athletics) may be considered a resident student and may be eligible tuition-free admission to the District's schools. Proof may be required that the child's residence in the District is for other than educational or co-curricular benefits.
 - d. Any child who physically resides in the district for the exclusive purpose of attending school or participating in extra-curricular activities (including athletics) shall be denied residency. Such child may be considered for tuition status only or an appeal for residency may be made to the Board of Education.
 - e. The student's parent/guardian must assign guardianship to the District family for medical and school purposes. Establishment of legal guardianship will be allowed by the state law and statutes.

Transfer Students

The Johnson Creek School District shall determine the appropriate placement, programming, and in grades 9-12, the awarding of high school credit toward graduation for all students who transfer into the District from public private, parochial, or home-based educational programs in accordance with established procedures. Building principals shall determine grade level at which a student shall be placed in accordance with established procedures. Students transferring into the District shall provide academic transcripts from their previous school or educational program or the address from which this data may be secured.

The District may deny enrollment of a student during his/her term of expulsion from another District. If a student seeks to enroll in the District during his/her term of expulsion, the District shall request the school board of the former school district provide a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the length of the term of the expulsion.

To facilitate entrance into the Johnson Creek Public Schools, every effort will be made to place a student or a returning student at the appropriate level at the time of transfer. To accomplish this, established procedures shall be followed at the elementary or secondary levels.

Transfer into Elementary School/Middle School

- A. A parent or guardian wishing to transfer his/her child into elementary school in the Johnson Creek School District shall provide the District with the following information:

1. The name and location of the child's prior school or schools.
 2. Whether or not the parent or guardian has requested the prior school to transfer the child's records.
 3. The child's prior grade level placement.
- B. The child shall be placed in the grade level at which he/she was previously placed pending receipt of the child's records. In the event such records are duly received from a public school, private school, or home-based educational program, the district administrator or his/her designee shall:
1. Review such records to ensure that the child's prior educational program was substantially equivalent to the program offered by the District through the grade level at which the student is placed.
 2. Contact the Department of Public Instruction to determine whether a school has been designated a "private school" under Wis. Stat. Sec. 118.167.
 3. Contact the Department of Public Instruction to determine a home-based educational program was filed, Form PI-1206, and it stated that the program met the requirements of Wisconsin Statutes Section 118.165.
- C. In the event records are not received or the non-public school from which the child has transferred has not been designated a private school(s) by the State Superintendent or the home-based educational program from which the child has transferred has either failed to file Form PI-1206 or stated that it does not meet the requirements of Wis. Stat. Sec. 118.165, the district administrator or his/her designee may:
1. As soon as is practicable, administer appropriate tests to the student to determine whether or not the student is correctly placed.
 2. If the results of the testing indicate that the student is inappropriately placed:
 - a. Contact the child's parent or guardian and the child's teacher and explain the results of the testing.
 - b. Contact the prior educational agency, if necessary for further information as needed;
 - c. Conduct further examination of the child pursuant to relevant laws.
 3. Change the placement of the child, after complying with the relevant procedures described above.

Transfer into High School

- A. A student with a certificate or diploma as described in Wis. Stat. Sec. 118.145 shall be admitted to the Johnson Creek High School.
- B. A student who has not obtained a certificate or diploma as described in Wis. Stat. Sec. 118.145, shall not be admitted to high school unless he/she provides satisfactory evidence that:
 - 1. He/she has met the District's minimum standards for high school admission, or
 - 2. He/she has participated in a course of study substantially equivalent to the course of study prepared for elementary grades by the Department of Public Instruction.
- C. A student who is unable to comply with the requirements of either paragraph A or B above shall be tested to determine the appropriateness of high school placement and what services, if any, may be necessary to permit such student to be so placed.

(For those students who are new enrollees and have special educational needs, reference should be made to the special education handbook for further guidance concerning enrollment.)

Adopted: 12/14/87
Reviewed: 10/8/97
Revised: 12/13/00
Reviewed: 11/26/07
Revised: 5/16/16
Revised: 9/18/17
Reviewed: 5/10/21