

SCHOOL ADMISSIONS POLICY

The Bethlehem Central School District (the District) shall provide a public education to all persons residing in the District between the ages of five and twenty-one who have not received a high school diploma.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school.

A nonveteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Upon registration, all new students shall be required to present:

1. **Proof of Age** – examples of acceptable forms of documentation include, but are not limited to, a birth certificate, baptismal record, a passport (including a foreign passport); or, alternatively, an affidavit of the child's age or any of the following documents as long as it was issued two or more years ago: official driver's license; state or other government issued identification; school photo identification with date of birth; consulate identification card; hospital or health records; military dependent identification card; documents issued by federal, state or local agencies, such as local social service agency or Federal Office of Refugee Resettlement; court orders or other court-issued documents; Native American tribal document; or records from nonprofit international aid agencies and voluntary agencies.
2. **Record of Immunizations and a Health Certificate** from a licensed physician.
3. **Proof of District Residency** – examples of acceptable forms of documentation include, but are not limited to: a copy of a resident lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; a statement by a third-party landlord, owner, or tenant from whom the parent or person in a parental relation with the student leases or with whom they share property within the District, which may be sworn or unsworn; or other such statement by a third party relating to a parent or person in parental relation's physical presence in the District; a pay stub; income tax form; telephone or utility bills or other bills sent to the student's home address; membership documents based upon residency; official driver's license, learner's permit or nondriver identification or a state or other government-issued ID; voter registration document; or documents issued by federal, state or local agencies (e.g., local social service agency, Federal Office of Resettlement).
4. **Proof of Custody and/or Lawful Residence** – acceptable forms of documentation include: a written affidavit indicating that the individual is the parent(s) with whom the student lawfully resides; or a written affidavit indicating that the individual is the person(s) in a parental relation to the child, over whom they have total and permanent custody and

control and a description of how they obtained total and permanent custody and whether it was through guardianship or otherwise.

A judicial custody order or guardianship papers may be, but need not be, submitted. The District will also accept other proof of custody and/or lawful residence such as documentation which indicates that the child has been placed by a federal agency with a sponsor.

If the parent/guardian of a student seeking to enroll has limited English proficiency, the District will meaningfully communicate material information about enrollment as required by federal law. The District will provide parents/guardians of all newly enrolled students with appropriate information including student handbooks and information about access to special education services.

Upon your request, the student will be enrolled into the District and shall begin attendance on the next school day or as soon as practicable. Within three business days of the student's initial enrollment, the Board of Education (the Board), or its designee, will review all of the registration/enrollment documentation submitted and determine whether the student is entitled to attend school in the District. If it is determined that the student does not reside in the District, the Board, within two (2) business days, will issue a written notification confirming the basis for this determination and the date the student is to be excluded from the District. The written notification will also confirm the parent's right to appeal the Board's decision to the New York Commissioner of Education within thirty days and advise that the instructions, forms, and procedures for an appeal, including translated instruction forms and procedures, can be found at the following:

- Online at the Office of Counsel, www.counsel.nysed.gov;
- By mail addressed to the Office of Counsel, New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234; or
- Calling the Appeals Coordinator at (518) 474-8927.

Cross-ref: 5151, Homeless Students
5420, Student Health Services
5152, Admission of Nonresident Students

Ref: Education Law §§903; 904; 3202; 3208; 4402(8)
Public Health Law §2164
8 NYCRR §100.2(y)
Student Registration Guidance, New York State Department of Education,
August 26, 2010
www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf
Educational Services for Recently Arrived Unaccompanied Children, New York
State Education Department, September 10, 2014
Proposed Amendment of Section 100.2(y) of the Commissioner's Regulations
Relating to Student Enrollment, New York State Education Department,

December 10, 2014

Information on the Rights of All Children to Enroll in School, U.S. Departments of
Education and Justice, Revised May 8, 2014

Fact Sheet I and II: Information on the Rights of All Children to Enroll in School,
<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf>

Plyler v. Doe 457 US 202 (1982)

Adoption date: March 15, 2015

Revised date: December 16, 2015

Revised date: May 22, 2019