STUDENTS

Student Registration Requirements and Procedures

I. Student Registration

Students new to Prince William County Public Schools will complete the registration process at the appropriate level school which serves their home address, unless a student transfer request has been approved for individual student needs per Regulation 721-1, “School Attendance Areas.” In this case, the student will register at the receiving school rather than at the base school. School staff must verify the student’s residency, eligibility for registration, and placement after a review of the documentation required for registration. In some cases, questions pertaining to custody and tuition may need to be addressed.

Federal and state laws stipulate that homeless children and youth, and foster care children and youth must be registered in a manner that expedites enrollment and placement in school. School staff must adhere to the procedures outlined in Regulations 718-1, “Students Experiencing Homelessness” and Regulation 714-1, “Enrollment of Foster Care Students.”

Students whose primary language is not English should complete the registration, assessment, and orientation processes through Central Registration. Parents/guardians are requested to call Central Registration for further information and/or to make an appointment.

A. Documentation Required for Registration

1. Proof of residence within the school’s attendance area to be provided at the time of registration.

   a. Deed for residential property or contract on a residential property in Prince William County or
   
   b. Current rental or lease agreement for residential property or
c. Notarized Affidavits of Residency attesting to bona fide residency in Prince William County (see Regulation 711-3, “Residency”) and
d. Two additional types of documentation showing the residence address (see Regulation 711-3, “Residency”) to be provided at the time of registration or within 10 school days.

2. An original or copy of the student’s birth certificate or completion of the Birth Certificate Affidavit (see Regulation 723-2, “Verification of Date of Birth”). If a Birth Certificate Affidavit is provided in lieu of a birth certificate the following procedures must be followed:
   a. A copy of the Birth Certificate Affidavit must be immediately forwarded to the School Resource Officer; and
   b. The parent/guardian must present an official birth certificate within 90 days of enrollment.

3. A copy of the social security card, although no student will be denied enrollment for failure to produce a social security number.

4. Documented proof of required immunizations (see Regulation 755-1, “Immunization Requirements”).

5. Negative results of a tuberculosis screening test for students who have been outside the United States or U.S. territories for three or more consecutive months during the five years prior to the registration date (see Regulation 723-4, “Tuberculosis Screening Requirements”).

6. A comprehensive physical examination for students in grades K-5 performed within 12 months prior to the date the student first enters public school (see Regulation 754.01-1, “Physical Examination”).

7. A copy of the current Individualized Education Plan (IEP) for students receiving special education services.

8. Custody documents, if applicable.
B. Registration Procedures

1. Residence in Prince William County in the base school’s attendance area must be verified prior to beginning the registration process. Birth certificates may be photocopied and retained in the student record, all other documents shall be reviewed and noted in the Student Management System (SMS). The Affidavit of Residency (see Attachment I, Regulation 711-3), if completed by the parent/guardian, must be retained in the Student Educational Record.

2. The Student Information Worksheet for Custody, Tuition, and Eligibility for Enrollment (see Regulation 711-3, Attachment II) must be completed when a student is enrolled by someone other than a parent. A school based administrative decision must be made to determine whether or not tuition is required for enrollment.

3. The Home Language Survey (HLS) is to be completed prior to beginning the registration procedure. Students whose primary language is not English should complete the registration, assessment, and orientation processes through the Central Registration office.

   a. School staff will review the answers on the HLS and complete the Base School Verification Form, if applicable.

   b. If it is determined that the student needs to register through Central Registration, school personnel may assist the family in making an appointment. The base school will fax the Home Language Survey and the Base School Verification Form to the appropriate Central Registration site prior to the student’s registration appointment. All registration paperwork will then be completed through Central Registration.

   c. If a parent/guardian contacts Central Registration prior to contacting the student’s base school and it is determined that a student is eligible for Central Registration services, all registration paperwork will be completed through Central Registration and forwarded to the student’s base school.
4. The Prince William County Public Schools Residency Information Form is to be provided to all parents/guardians upon enrollment and completed if applicable.

5. The Prince William County Public Schools Registration Form is to be completed by the student’s parent/guardian or eligible student either at the base school or at Central Registration.

6. A certified copy of the student’s birth certificate is to be presented during the registration process and the number entered in the SMS. A copy is made for the Student Educational Record and the original returned to the parent/guardian. If no birth certificate is available, the Birth Certificate Affidavit must be completed by the parent/guardian. (See Regulation 723-2, “Verification of Birth”)

7. The student’s social security number is verified and entered in SMS. If no social security number is presented, the field is left blank.

8. Proof of immunization for all students, a comprehensive physical examination for students entering grades K-5, and results of the tuberculosis screening, if applicable, must be verified by the school or by Central Registration personnel.

9. A student shall be free from contagious or infectious diseases as provided in Policy 728, “Exclusions and Exemptions from Compulsory School Attendance,” except that a student with HIV or Hepatitis B infection may be enrolled under Regulation 753-3, “School Attendance for Children with Human Immunodeficiency Virus (HIV).”

10. The Disclosure of Child’s Disciplinary and Criminal History Prior to Enrollment form must be completed for each new student (see Regulation 715-5, “Disclosure of Child’s Disciplinary and Criminal History Prior to Enrollment”).

11. The Emergency Information Card must be completed as part of the registration process for those students who register after the start of the school year.
12. The appropriate entry code will be entered in SMS per Attachment I, Entry Codes.

C. Registration of Transfer Students

Students who register at a different Prince William County school due to an approved student transfer request for individual student needs (per Regulation 721-1, “Student Transfers - Kindergarten/Elementary/Middle School Attendance Areas,” and Regulation 721-2, “Student Transfers - High School”) or who change schools within Prince William County due to a change in residence, parent choice, or change in school placement without an associated move must provide documentation or complete paperwork at the new school as defined in B. 1, 4, 5, 6, and 7 above. Exception: Student transfers approved due to acceptance in a specialty program or site-specific program will not require re-registration however, schools may ask parents to provide updated information by completing the student registration form only.

D. Special Registration Considerations

1. Homeless Students - Students experiencing homelessness must be enrolled immediately even if all documentation required for registration is not provided. (Regulation 718-1, “Students Experiencing Homelessness”)

2. Foster Care Students – Students in foster care have 30 days to provide the following documents; documentation of physical exam, social security number, and immunization record. These students should be enrolled immediately but no later than the school day after being presented enrollment. Refer to Regulation 714-1, “Enrollment of Foster Care Students” for specific information.

3. IEP Placement Decision – Students whose placement is changed based on a decision made by an IEP team will be required to re-register at the new school.
E. Missing Children

1. Section 52-31.1 of the Virginia Code requires that the principal of the Prince William County Public School where the child is or was most recently enrolled be given notice by the police of the name of any missing student and inform the school of the missing report. Form SP183, Virginia Missing Children Information Clearinghouse Report, shall be used by law enforcement agencies to inform the School Division of the names of missing children. Any school which has a student listed on this monthly report who receives a request for student records or other information regarding a missing child shall notify the Prince William County Police and the Office of Risk Management and Security Services.

2. In accordance with Virginia Code § 22.1-289, the local school principal or designee shall notify the local police or sheriff’s department for investigation as a possible missing child any enrolled student whose cumulative record is not received within 60 days of enrollment or sooner, and if the principal and immediate administrative supervisor concur that there is reason to suspect that the student is a missing child.

F. Custody

Custody normally lies with a natural parent, and the school may presume that a parent enrolling a student has custody unless the school has information to the contrary. If the person enrolling the student is not a natural or adoptive parent, the school shall inquire of that person as to who holds custody.

1. The Custody Tuition Form (see Regulation 711-3, Attachment II), shall be completed to document information considered when students are enrolled by someone other than a parent. This form shall be maintained as part of the Student Educational Record and a copy shall be sent to the Office of Student Services. A Tuition Determination Letter (see Regulation 711-3, Attachment III) shall be issued to the adult attempting to enroll the student when the payment of tuition is required. Please refer to Regulation 346-1 for further information about the tuition payment and appeal process.
2. Under Virginia Code § 22.1-254 A, any person having control or charge of a school-age child shall enroll the child in school. In the case of a foster care student the Department of Social Services representative or a representative from a licensed child placing agency must enroll the child in school. This person must show proof of custody for the child to be enrolled.

3. If the person enrolling the student lacks custody, the school shall advise the adult enrolling the student to see whether a parent, guardian, or custodian is able to enroll the student. Unless the student can establish bona fide residency in Prince William County as outlined in Regulation 711-3, or is a foster child, the person enrolling the student shall be required to pay tuition.

G. Enrollment of Students from Juvenile Detention (JDC) or Department of Correctional Education Schools (DCE)

1. A student re-entering from these facilities must be enrolled into the base school within two business days. The appointed base school Re-enrollment Team Leader (RTL) will schedule and conduct a Re-enrollment Team meeting to develop a re-enrollment plan and determine the length of required counseling. The Special Education department chair must be notified if the student receives special education services.

2. Procedures for the re-enrollment of student(s) from the JDC shall be followed per Attachment II, Student Re-enrollment.

3. When a student re-enters from JDC or DCE schools, the appropriate entry code, RIA, must be entered into the student information system.

II. Kindergarten Registration Guidelines

A. Kindergarten registration will take place on two days in April of the school year prior to fall kindergarten start dates. These registration dates are set each year by the Superintendent’s Staff. Parents may secure basic registration forms online at pwcs.edu in order to complete these forms prior to registration days. During the April registration dates, schools should assist parents in making appointments at Central Registration for rising kindergarten students whose primary language is not English.
B. Following the April registration dates, all rising kindergarten students may participate in walk-in registration through June, subject to the testing calendar and other school activities. Parents may secure a registration packet from their child’s school office or online at pwcs.edu in order to complete the basic registration forms prior to registration.

During July, registration will take place one day each week at individual schools. Since dates will vary by school, parents should contact their child’s school for specific July registration dates. During the month of August, registration appointments are strongly recommended due to high volume. It is recommended that schools offer flexible registration times to accommodate parents’ schedules, including some late afternoon and evening hours.

III. Placement

A. Students transferring into PWCS will be appropriately placed based on a review of their Student Educational Record.

B. If the student’s scholastic records are not available when the student enters school, the student may be placed at the grade level recommended by the parent. After records are received from the sending school, it may be necessary to reassign the student according to grade level indicated on the records from the sending school.

C. Regulation 715-3, “Admission of Students from Private Schools/Home Instruction by Parents,” outlines the procedures for evaluating coursework for students returning from private school or home instruction.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2016.
ENTRY CODES

Original Entries: Original Entries are, for each school year, those students entering any public school for the first time during that year. (See all codes for required E0, E1, or E2 entry short codes.)

Re-entries: Re-entries are, for each school year, those students received from another classroom in the same school or from another public school in the State. In every case these students have already been coded as Original Entries for each school year in some public school in the State.

<table>
<thead>
<tr>
<th>Enrollment Status Code</th>
<th>Enrollment Entry Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>E099 Entry into GED ISAEP</td>
<td>Entry into an Individualized Student Alternative Education Program (ISAEP) - A student who has entered an ISAEP for the first day of the new school year. A student in an ISAEP shall be counted in the membership and average daily membership (ADM) of the local education agency.</td>
</tr>
<tr>
<td>E104 Priv Non-Relig in PWC</td>
<td>Transfer from a private, non-religiously-affiliated school in the same local education agency - A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.</td>
</tr>
<tr>
<td>E105 Priv Non-Relig in VA</td>
<td>Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state - A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state, including hospital teaching programs.</td>
</tr>
<tr>
<td>E106 Priv Non-Relig out VA</td>
<td>Transfer from a private, non-religiously-affiliated school in a different state - A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state, including hospital teaching programs.</td>
</tr>
<tr>
<td>E107 Priv Religious in PWC</td>
<td>Transfer from a private, religiously-affiliated school in the same local education agency - A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.</td>
</tr>
<tr>
<td>E108 Priv Religious in VA</td>
<td>Transfer from a private, religiously-affiliated school in a different local education agency in the same state - A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state, including hospital teaching programs.</td>
</tr>
<tr>
<td>E109 Priv Religious out VA</td>
<td>Transfer from a private, religiously-affiliated school in a different state - A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state, including hospital teaching programs.</td>
</tr>
</tbody>
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### Regulation 711-1

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>E111</td>
<td>St Operated Institution - A student who transfers from a state-operated institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.</td>
</tr>
<tr>
<td>E113</td>
<td>Home Schooling - A student who transfers from a period of instruction in a home environment for reasons other than health.</td>
</tr>
<tr>
<td>E119</td>
<td>US Resident – No Prev Ent - Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students.</td>
</tr>
<tr>
<td>E120</td>
<td>Out of Country – In School - Original entry into a United States school from a foreign country with no interruption in schooling - A student who has recently moved from a foreign country where he or she had been enrolled in school that is not a United States overseas dependents school (includes private and public school systems) and enters a school in the United States or an extra-state jurisdiction for the first time.</td>
</tr>
<tr>
<td>E121</td>
<td>Out of Country – No School - Original entry into a United States school from a foreign country with an interruption in schooling - A student who has recently moved from a foreign country where he or she had not been enrolled in a school that is not a United States overseas dependents school (includes private and public school systems) and enters a school in the United States or an extra-state jurisdiction for the first time.</td>
</tr>
<tr>
<td>E203</td>
<td>Out of State Pub School - Transfer from a public school in a different state - A student who transfers from a public school that is located in another state, from a United States overseas dependents school or from a DOD (Department of Defense) school and does not meet the requirements of E204.</td>
</tr>
<tr>
<td>E204</td>
<td>Out of State Pub School After 10/1 - Transfer from a public school in a different state – A student who transfers from a public school that is located in another state, from a United States overseas dependents school or from a DOD (Department of Defense) school after 10/1. This student must have ended previous school year active in PWCS and began the current school year in another state before returning to PWCS.</td>
</tr>
<tr>
<td>R099</td>
<td>Re-Entry into GED ISAEP - Entry into an Individualized Student Alternative Education Program (ISAEP) - A student who has entered an ISAEP. A student in an ISAEP shall be counted in the membership and average daily membership (ADM) of the local education agency.</td>
</tr>
<tr>
<td>R111</td>
<td>Re-Entry frm St Operated - Re-entry from a state-operated institution - A student who re-enters from a state-operated institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.</td>
</tr>
<tr>
<td>R115</td>
<td>Re-Entry Same School - Re-entry from the same school with no interruption of schooling - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.</td>
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<tr>
<td>Regulation</td>
<td>Description</td>
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<tr>
<td>R201 Transfer from PWC School</td>
<td>Transfer from a public school in the same local education agency - A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.</td>
</tr>
<tr>
<td>R214 Tr frm Lower Level PWC</td>
<td>Matriculation from another school within the same local education agency - A student who enters a school within the same local education agency after successful completion and promotion from the highest instructional level of another school to enter the next higher level.</td>
</tr>
<tr>
<td>R218 Tr frm Homebased to Schl</td>
<td>Re-Entry into a school from Home-based education.</td>
</tr>
<tr>
<td>R298 Tr frm GED ISAEP to Schl</td>
<td>Re-entry into a school from an Individualized Student Alternative Education Program (ISAEP) - A student who re-enters a school after a period of time in an ISAEP.</td>
</tr>
<tr>
<td>R302 Tr from VA Public Sch</td>
<td>Transfer from a public school in a different local education agency in the same state - A student who transfers from a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.</td>
</tr>
<tr>
<td>R312 Tr from VA Charter Sch</td>
<td>Transfer from a charter school in a different local education agency in the same state - A student who transfers from a charter school, operated in accordance with state regulations, that is not located within the administrative boundaries of the same local education agency but is in the same state.</td>
</tr>
<tr>
<td>R415 Re-Ent frm other St – Same</td>
<td>Re-entry into original school after transferring out of Virginia public education - A student who had previously entered any class in a school in Virginia and then re-enters the same school after he or she transferred to a school out of the Virginia public school system during the regular school session. This includes a student returning from a private, an out of state, an out of country, or from home school.</td>
</tr>
<tr>
<td>R416 Re-Ent frm other St – Dif</td>
<td>Re-entry into a different school after transferring out of Virginia public education - A student who had previously entered any class in a school in Virginia and then re-enters a different Virginia public school after he or she transferred to a out-of-state school during the regular school session. This includes a student returning from a private, an out of state, an out of country, or from home school.</td>
</tr>
<tr>
<td>R417 Re-Ent after Volunt With</td>
<td>Re-entry after a voluntary withdrawal - A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for voluntary reasons (e.g., prolonged illness, temporary disability, or dropping out) during a regular school session.</td>
</tr>
<tr>
<td>R418 Re-Ent after Involunt Wi</td>
<td>Re-entry after an involuntary withdrawal - A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for involuntary reasons (e.g., expulsion) during a regular school session.</td>
</tr>
</tbody>
</table>
STUDENT RE-ENROLLMENT

School procedures for students released from the Juvenile Detention Center

1. Principal designates a Re-enrollment Team Leader (RTL). Name of RTL is sent to the Re-enrollment Coordinator (REC) in the Office of Student Services.
2. RTL establishes meeting date to occur within one week after 30 day notification from the Juvenile Detention Center of scheduled release and pending court date.
3. RTL provides written notice of re-enrollment meeting date to team members, student, and parents/guardians.
4. Re-enrollment Team meets to develop academic plan and projected length of required counseling.
5. Copies of completed Re-enrollment Plan are to be sent to Juvenile Detention Center and a copy provided to parent/guardian.
6. Students are to be enrolled and receive instruction within two business/school days of release.
7. RTL completes Re-enrollment Verification Form and sends copy to Office of Student Services no later than five business/school days after student’s re-enrollment.
8. The Special Education department chair is to be notified if the student is a student with a disability. All special education procedures and regulations are to be followed.

School procedures for re-enrollment of students released from the Department of Correctional Education Schools (DCE)

1. Principal designates a RTL. Name of RTL is sent to Re-enrollment Coordinator (REC) in the Office of Student Services.
2. REC in the Office of Student Services will notify the RTL at the school of the student’s release date.
3. RTL will schedule a Re-enrollment Team meeting based on receipt of records.
4. RTL receives records and conducts Re-enrollment Team meeting within ten business/school days of receipt of Student’s Educational Record. Development of academic plan and counseling needs are to be determined. Section VI of Re-enrollment Plan is to be completed.
5. Students are to be enrolled and receive instruction within two business/school days of release.
6. RTL completes section VII of Re-enrollment Plan and sends copy to the Office of Student Services no later than five business/school days after student enrollment.
7. The Special Education department chair is to be notified if the student is a student with a disability. All special education procedures and regulations are to be followed.

Entire process located in JDC/DCE Re-enrollment flowchart posted on the Office of Student Services link on the intranet.