

## STUDENT SERVICES

File: JEC-R

### SCHOOL ADMISSION

1. Any person of school age (i.e. a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1<sup>st</sup> of the school year) who is a bona fide resident of the City of Charlottesville, and who does not live in the City solely for school purposes, shall be eligible for admission on a non-tuition basis.
2. A complete definition and description for a child for whom Charlottesville City Schools are available at no costs is located in Policy JEC on page 1.
3. Certain other students may be admitted into Charlottesville City Schools and may be charged tuition in accordance with section 22.1-5 of the Code of Virginia.
4. Any child of a person on active military duty who has been enrolled in Charlottesville City Schools with no tuition costs shall not be charged tuition by CCS if the child moves to another location or to military housing and wishes to continue enrollment in CCS.

#### Admission Requirements

1. Each principal and/or school official responsible for the enrollment of students shall follow the registration procedures prescribed for enrollment or registration into one of Charlottesville City Schools' schools.
2. A copy of the required procedures is located in each school, on the CCS website, at the Office of Special Education and Student Services and in the Special Education and Student Services Handbook.
3. Specific requirements that are described in the procedures include:
  - A. documentation of an original birth certificate and procedures if the birth certificate is not available
  - B. sworn statement that the student has not expelled from a public or private school
  - C. sworn statement regarding student guilt for any offense listed in subsection G of Virginia § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.
  - D. physical examination and immunization requirements contained in §§ 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies JHCA and JHCB unless exempted by provisions of the Code.

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4. Any person responsible for the custody of the child, including the Department of Social Services for children in foster care, shall be responsible for the enrollment and registration materials required by the Departments of Social Services and Education and for consequences for providing no, incomplete or false information. For any materials missing at enrollment for children in foster care, the DSS representative shall produce the materials within 30 days of enrollment. A copy of these requirements is located in the Department of Special Education and Student Services Procedures Manual.
5. If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his/her knowledge, the student is in good health and is free from communicable or contagious disease.
6. Additionally, for children placed in foster care across jurisdictional lines, the sending and receiving schools will cooperate in facilitating the enrollment of the child to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he/she was enrolled prior to the most recent foster care placement, upon the joint determination of the placing social services agency and CCS that such attendance is in the best interest of the child.
7. If enrollment in the previous school is not practical or determined to be in the best interest of the child, CCS will determine the most appropriate school for the enrollment of the child.
8. If a student is not permitted to enroll due to Items B and C above, the Assistant Superintendent for Administrative Services shall provide the decision in writing with any procedures necessary for possible enrollment at the end of any exclusionary period.
9. For students experiencing homelessness and the person enrolling the student cannot provide the documentation required for enrollment, the student shall be immediately enrolled and the person seeking enrollment shall sign the affidavit documenting the homeless situation and agreement to obtain the missing materials. School officials shall cooperate with the person enrolling the child to assist in acquiring the necessary materials.
10. Foreign students in an F-1 immigration status or who obtain F-1 student visas shall not be admitted in the Division's elementary schools or publicly funded adult education programs. Such students may be admitted, up to 12 months, in the Division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277.2, 22.1-288.2, 32.1-46, 63.2-100, 63.2-900, and 63.2-1200

2007 Va. Opin. AG 07-015

1987-88 Va. Opin. AG 374

Cross References: JECA Admission of Homeless Children  
JHCA Physical Examinations of Students  
JHCB Immunization of Students  
JGD/JGE Student Suspension/Expulsion