

**ALLEGANY COUNTY PUBLIC SCHOOLS
ENROLLMENT PROCEDURES
(REVISED 6/14)**

These procedures are to be used for ALL students NEW TO or RE-ENTERING the Allegany County Public Schools

I. IMMUNIZATIONS

A. Proof of Immunization from an OFFICIAL DOCUMENT is REQUIRED.

Form DHMH 896 (Revised 12/05)

Minimum Vaccine Requirements for Pre-School children enrolled in educational programs, and for school children Grades K-12.

THE SCHOOL NURSE MUST BE CONSULTED AT TIME OF REGISTRATION.

If nurse is unavailable, please contact the School Health Office at the Allegany County Health Department at 301-777-5688.

When transcribing immunization information to DHMH 896, refer to ENROLLMENT PROCEDURES July 2005.

B. A STUDENT who is NOT IN COMPLIANCE with this requirement shall be TEMPORARILY ADMITTED to or retained in a school IF the student, parent or guardian presents EVIDENCE OF AN APPOINTMENT with a health care provider or health department to:

- (1) Receive a required immunization;
- (2) Reconstruct a lost record; or
- (3) Acquire evidence of age-appropriate immunity.

The date of the appointment may not be later than 20 calendar days following the date the student was temporarily admitted or retained (COMAR 10.06.04.05).

Evidence should be submitted in writing and attached to DHMH 896. Should a student require several vaccinations over an extended period in order to comply with school-entry requirements, written documentation from the physician or clinic shall be attached to DHMH 896 reflecting the dates that these vaccinations are to be received.

Should a STUDENT NOT RECEIVE the missing vaccinations as per the written documentation, the STUDENT SHALL BE EXCLUDED FROM SCHOOL until such proof can be provided.

A student who is HOMELESS shall NOT BE EXCLUDED from school FOR NON-COMPLIANCE with the immunization requirement for school entry. Documentation supporting the homeless status of the student should be attached to DHMH 896. The designated school health professional should continue to work with the student, family, and local health department to obtain required proof of immunity.

II. EVIDENCE OF BIRTH

The Student Record Card 1 (SRC 1)-Side 1, must indicate the “Evidence of Date of Birth” documentation.

The following are documents verifying “Evidence of Date of Birth”.

Birth Certificate	Document submitted as evidence of date of birth.
Hospital Certificate	The type of document submitted as evidence of birth must be noted on the Student Record Card 1 (SRC-1).
Birth Registration	
Physician’s Certificate	
Baptismal or Church Certification	
Parent’s Affidavit	
Family Bible	
Passport/Visa	
Statement of Age Card	

IMPORTANT! AT TIME OF REGISTRATION, THE STUDENT RECORD CARD 1 (GREEN IN COLOR) MUST BE COMPLETELY FILLED IN. (Name; Birth Date; Sex/Race; Evidence of Date of Birth; Place of Birth; SSN; Citizenship Status; Primary Language if other than English); Present Address; Telephone Number; Tuition Status if applicable; Siblings; Male and Female Head of Household; Years of Education; Employment; Entry and Withdrawal Information.

III. RESIDENCY REQUIREMENTS

BONA-FIDE RESIDENCY implies that the student is living with parent or legal guardian who resides in Allegany County; however, in addition:

A. Non-Bona-fide Residents

1. Residents of another county/state who attend public school in Allegany County under a cooperative agreement.
2. Students who are residents of another county/state who are placed in a foster care home or residential facility in Allegany County by an out-of-county/state agency which is financially responsible for the student’s education.
3. Students who do not have a parent or legal guardian residing in Allegany County and who are temporarily living in Allegany County for the primary purpose of attending public schools. This determination should be made on an individual basis.

B. Bona-fide Residents

1. Students who have been determined to be bona fide residents of Allegany County in accordance with local education agency policies and procedures. This includes students who do not have a parent or legal guardian residing in Allegany County but who have been determined to be living in Allegany County for reasons other than the primary purpose of attending public schools in Allegany County. Students from another country who are attending school in Allegany County under a MSDE approved program which provides for waiver of tuition.
2. Homeless students as defined by 42 U.S.C. Section 11302 who:
 - a. Lack a fixed, regular, and adequate night time residence; or
 - b. Have a primary night time residence that is:
 - (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill);
 - (2) an institution that provides temporary residence for individuals intended to be institutionalized; or
 - (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Students described in 1, 2, and 3 above should be included in regular student enrollment reports.

IV. PROOF OF RESIDENCY

In accordance with Section B above, each local education agency will establish written policies and procedures to be followed for the purpose of determining a student's bona fide residence in Allegany County. The policies and procedures will include, but not be limited to, the following provisions:

1. All provisions of Items A and B above
2. A requirement that a copy of the document providing proof of bona fide residence will be included in the student's cumulative file.
3. A list of documents that qualify as current proof of bona fide residence.

Acceptable documentation that provide proof of bona fide residence are as follows:

- _____ Current rental lease/agreement
- _____ Current utility bill with applicant's name and address;
- _____ Insurance bill with applicant's name and address;
- _____ Statement from bank or other credit institution;
- _____ First class mail/document from government agency excluding licenses;
- _____ Income tax filing forms;
- _____ Property deeds;
- _____ Pay stubs indicating Maryland withholding taxes;

_____ In instances where the owner/lessee of the home where the child lives is not the parent/guardian of the child, the owner/lessee of the home will provide a signed, notarized affidavit verifying that the child resides at that address plus one of the proofs of residency listed above.

Proof of bona fide residence will be required each time a student enrolls in a school system, re-enrolls in a school system, or upon the request of the school system.

V. STUDENT AGE

A student is 4 years of age if his/her fourth birthday falls on or before September 1 of that year.

A student is 5 years of age if his/her fifth birthday falls on or before September 1 of that year.

A student is 6 years of age if his/her sixth birthday falls on or before September 1 of that year.

For students in graded situations, grade takes precedence over age (i.e. a 6 year old in kindergarten qualifies as a one-half (1/2) full-time equivalent student, except in Garrett County). A child who is 5 years old as of September 1 shall be considered a kindergarten student unless documentation supporting placement in a higher grade is placed in the student file.

A person may be included in the student count if he or she is not yet (and will not become) age 21 on the first day (opening day) of the school year. This person may become age 21 on some subsequent date in the same school year.