Enrollment Policy

The Director of School Operations will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school, the parent and student will be required to briefly indicate in writing whether or not the student has:

A. Any history of placement in a special education program;
B. Any past, current or pending disciplinary actions;
C. Any history of violent behavior or convictions;
D. Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;
E. Any unpaid fines or fees from other schools; and
F. Any health conditions affecting the student's educational needs.

G. Any previously earned credits from another school program

If Catalyst Public Schools receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel will be informed.

Catalyst Public Schools may require students or their parents to provide proof of residency within the School, such as copies of phone and water bills or lease agreements. Catalyst Public Schools will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the School if the student does not have a legal residence. For students who meet the definition of homeless, Catalyst Public Schools will immediately enroll the student, including while any enrollment dispute is pending. A School will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the School's responsibilities under the attendance laws, Catalyst Public Schools will be diligent in maintaining such records.

Legal References
RCW 28A.225.215 Enrollment of children without legal residences

RCW 28A.225.330 Enrolling students from other Schools — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
WAC 392-121-108 Definitions — Enrollment exclusions
WAC 392-121-122 Definitions —Full-time equivalent student
WAC 392-121-182 Alternative learning experience requirements
WAC 392-169-022 Running start student — Definition
Cross References
2255 - Alternative Learning Experience Courses
2100 - Educational Opportunities for Students with a Parent in the Military
3115 - Students Experiencing Homelessness - Enrollment Rights and Services

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Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record.

The attendance registers will remain in the school building for a period of 5 years, after which time they will be destroyed.

Annually each school will report to the district office actions taken to reduce any student's absenteeism following the student's fifth unexcused absence in one month, or tenth unexcused absence in one year.

The district will report this information annually to the superintendent of public instruction:

A. The number of enrolled students and the number of unexcused absences;
B. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month during a school year;
C. A description of any programs or schools developed to serve students who have had five or more unexcused absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
D. The number of petitions filed by the district with the juvenile court.

The information in these reports will not disclose the names or other identification of the students or parents.

FTE for classroom instruction including direct-funded technical college programs is based on the weekly enrolled minutes in a classroom. Schools with regular scheduled late starts or early releases must adjust their FTE to reflect these shortened days. "Regular" means occurring at least once every two weeks. Recess and passing time can be included. Time for meals must be excluded. The breakfast after the bell program, as defined in RCW 28A.235.200, is not considered time for meals.

For elementary schools and self-contained special education classrooms, FTE is calculated based on each student's weekly minutes. Students enrolled in course of study for at least 1,665 weekly minutes are reported as a 1.00 FTE. If the student is enrolled for less than

these minimum weekly minutes, the student's FTE would be reported as a partial FTE by dividing the actual weekly minutes by 1,665.

For middle and high schools, FTE is calculated based on each class period's weekly minutes divided by 1,665 as outlined in their published bell schedule. Students who arrive late or leave early on a regular basis would have their FTE adjusted to reflect their weekly minutes for the period. For approved skill center classes only, a student's FTE would not need to be reduced if they arrive late or leave early on a regular basis but attend at least 90% of the daily instruction.

Students attending school less than 1,665 weekly minutes are reported as a partial FTE. To calculate the student's FTE, divide the student's enrolled weekly minutes by 1,665.

No student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty consecutive school days until attendance is resumed. No part-time student that has not attended school at least once within a period of twenty consecutive school days may be counted as an enrolled student until attendance is resumed. School days are defined as regularly scheduled instructional days for the general population of the school or district the student is enrolled in, regardless of the student's individualized schedule.

Procedures for handling excused and unexcused absences are defined in 3122P, *Excused and Unexcused Absences*.

Updates Chart: Board Approved July, 2024

Additions Chart:

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