

K-12 Enrollment

In order to enroll in any grade within Fargo Public Schools, specific information must be provided to the office of the school where the student will attend, including:

1. Proof of student's identity;
2. Student's immunization record; and
3. Copy of a current-month document that includes the parent/guardian name and address (e.g., utility bill or pay stub).

To enter kindergarten, the student must be five (5) years old by July 31 preceding the fall term.

To enter grade one, the student must be six (6) years old by July 31 preceding the fall term.

Proof of Identity - Any new entrant to Fargo Public Schools

North Dakota Century Code § 12-60-26 "requires the child's parent, guardian, or legal custodian to present to the school" proof of identity of the child within forty (40) days of enrollment. The purpose of this requirement is to determine the identity of the student. For purposes of this section, "Proof of Identity" means a certified copy of a birth certificate, a certified transcript or similar student record from the previous school or any other documentary evidence the school or superintendent considers appropriate proof of identity. The Superintendent has determined the following documents are also appropriate proof of identity for enrollment in Fargo Public Schools:

1. U.S. Passport or U.S. Passport Card
2. Report of Birth Abroad issued by the U.S. Department of State
3. Certificate of Naturalization
4. Certificate of Citizenship
5. Permanent Resident Card
6. Foreign Passport
7. I-94 Card

The Superintendent reserves the right to approve additional documentation deemed appropriate proof of identity.

If the parent, guardian or legal custodian does not present the proof of identity required within forty (40) days of enrollment, Fargo Public Schools is legally required to notify the North Dakota Bureau of Criminal Investigation and local law enforcement authority that no proof of identity has been presented for the child.

Fargo Public Schools – Residency Requirements**1. Eligibility to attend based on residence**

Attendance in Fargo Public Schools shall be free to any person over five and under twenty years of age who reside within the Fargo Public Schools boundary area. Those who meet this requirement include:

- a. Students who are living with a parent or guardian whose permanent home is located within the district.

- b. Students who are living with a parent or guardian who is temporarily residing within the boundaries of the district.
- c. Students who are under the guardianship of the Cass County Social Services and have been placed in a residence within the boundaries of the district.
- d. Students who have been placed by court order in the home of someone who lives within the boundaries of the district.
- e. Students with disabilities who reside in a supervised, supportive, or independent living arrangement and are their own legal guardian or guardian of the state, or who are younger than 18 and parents/guardian reside within district may enroll in the district.

Students may be eligible to attend a Fargo Public Schools due to homeless (child or youth is defined as a child or youth between the ages of six and eighteen who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, some other form of shelter not designed as a permanent home, or who is living in a community shelter facility), including students who are the child of a parent or guardian who moved to another district as the result of being homeless or students who are temporarily staying with someone in a neighboring district as the result of being homeless. See also AP 4280 and AP 6110.

The Superintendent or designee may review on an individual basis residency eligibility for students who are living with a person, other than the parent or guardian, who is living within the boundaries of the district and is supporting the child without compensation because the parent cannot support the student due to family or economic hardship.

2. **Proof of Eligibility**

At the time of registration, families will be required to provide proof of their eligibility to enroll a student in Fargo Public Schools. The documentation provided will be evaluated and if acceptable, the student will be determined eligible to enroll and attend school.

If inaccurate documents or no proof of residency is provided, the student will not be permitted to enroll at that time, unless the student is homeless. If the documentation provided is incomplete or insufficient, the student will be permitted provisional enrollment. This will enable the student to attend school for a period of 30 calendar days while the appropriate documentation of residency is gathered. If documentation is not presented to the district within the 30 calendar day period, the student may be excluded from attending school until such documentation is provided.

Public schools are required to provide a free education to all persons over age 5 and under age 20 who are **domiciled** in the district. **Domiciled** means that the student is living with a parent or guardian whose permanent home is located within the boundaries of the district.

- A home is permanent when the person intends to return to it when absent and has no present plan to move from it, even though he/she has existence of homes or residences elsewhere.
- Residency requires bodily presence as an occupant in a given district.

- If, at any time, you or your child changes domicile or residence, you must report this information immediately to the school building administrative assistant.
- It is the policy of the Board that should the district discover that a child is not a legal resident of the district and is illegally attending the Fargo Public Schools, the district will assess the parents the full cost of the tuition for such attendance. Any additional costs for special education services will be added to the regular education costs.
- If a student under foster care is living in a foster home outside of the school boundary, they are allowed to attend their original school if it is determined to be in their best interest.

PROOF OF RESIDENCY DOCUMENTS REQUIRED

The parent/guardian of any registering student must provide residency documentation as follows:

TYPE OF RESIDENCY	PRIMARY (one of the following)		SECONDARY (two of the following)
Own	Property Tax Statement (confirm “dwelling” indicated on bill, not just land)	Purchase Agreement (confirm “dwelling” or “house”)	<u>Documents with address accepted:</u> <ul style="list-style-type: none"> • Any utility bill • Any Insurance Documents • Pay Stub • Car Registration
Rent	Official Lease or Rental Agreement with expiration date*	Notarized Affidavit of Residence (renting with no Lease) (Requires in-person registration)	Secondary documents can be provided by a renter and/or landlord

* Update annually

3. In-eligibility to Attend

The district will investigate any student’s residency status where there is reason to believe that the student may not be legally domiciled. Should the district discover that a child is not a legal resident of the district and is illegally attending the Fargo Public Schools, the district will assess the parents the full cost of the tuition for any period of ineligible attendance. Any additional costs for special education services will be added to this figure.

4. Procedures

The Superintendent will establish procedures for registration of students including written notification of: the registration process, eligibility or ineligibility to enroll, provisional enrollment status, ineligibility to attend, and rights and provisions of the appeal process.

School Records - Transfer Students

1. When a student transfers into the Fargo Public Schools district, the Fargo school in which the child wishes to enroll must request appropriate school records for the child's previous school within thirty (30) days of enrollment. If school records are not received from the previously attended school within sixty (60) days, Fargo Public Schools will notify local law enforcement authority that no proof of identity has been presented for the child.
2. When a student transfers out of the Fargo Public Schools district, records must be sent within ten (10) days from the receipt of the request for records. If a request of records is not received within ten (10) days, the school will notify law enforcement. Student records not requested are to be sent to the District Office to be stored.
3. Foster Care students transferring from one school district to another can enroll immediately without producing records normally required for enrollment.

All Fargo Public Schools staff will adhere to NDCC 15.1-20-03 on compulsory attendance.

Nonresident Students - Admittance Procedures

The Fargo Public School superintendent or designee will accept nonresident students only under the following conditions:

- Nonresident students may attend Fargo Public Schools according to the conditions of Administrative Policy 6715 Open Enrollment.
 - Nonresident students may attend Fargo Public Schools provided space is available per AP 6715.
 - Proof of guardianship must be provided upon request by the principal in those cases where the enrolling student is not living with his/her natural or adoptive parents.

If a nonresident student does not enter Fargo Public Schools through the conditions of Administrative Policy 6715 Open Enrollment, the following conditions apply:

- Special education students will be accepted, consistent with inter-district plans incorporated in a "state approved plan for special education" in Fargo.
- Students who are placed in the Fargo Public School District by order of the court, juvenile authority, or other recognized legal authority will be accepted.
- Appropriate tuition costs are paid by the sending district or by the student's parent(s)/guardian(s).
- Career and Technical Education students will be accepted on a space available basis. Students are accepted upon recommendation of the director of career and technical education and the superintendent of schools. Costs assessed the resident district or the parent(s)/guardian(s) shall be a proportion of tuition.

- Administrative denial of a tuition agreement with nonresidential parent/parents may be appealed to the Superintendent.
- Tuition-free agreements can be made to enable a student to attend school within the school district because of special circumstances and approved by the Superintendent or his/her designee.

Legal Reference(s)

- NDCC 12-60-26. School enrollment procedures to aid identification and location of lost, missing, and runaway children
- NDCC 15.1-20-03. Compulsory attendance law - Enforcement - Penalty
- NDCC 15.1-29-13. Tuition payments - Nonresident students

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