

**Definition of Residency**

For the purposes of establishing residency within the district, a student will be considered a resident if they live in a home of a parent, legal guardian, or person in parental relationship who is a resident of the district. A student's citizenship in the United States is not to be taken into account when determining residency, and the district will not request or require proof of a student's citizenship or status in the United States.

**School Registration**

Students will register for the school facility in the assigned attendance area in which they reside. Attendance areas are determined by the district. Students who reside in the district shall not be excluded from admission solely because the student does not have a fixed place of residence or solely because the student is not under the supervision of a parent.

Information required at the time of student registration includes the following:

1. Completed Student Enrollment packet;
2. Proof of age: birth verification document, such as a birth certificate, passport, baptismal record;
3. Current immunization record (see [JHCA/JHCB-AP: Immunization and School Sports Participation](#));
4. Proof of current residential address: examples include a tax statement, mortgage document, rental agreement, current utility bill;
5. Parents' or legal guardian's name, addresses, and contact information;
6. Two emergency contact numbers to call if parents / guardians cannot be reached.

The above requirements are subject to [JECBD-AP: Homeless Students and Students in Foster Care](#) in accordance with policies for enrollment of homeless students, students in foster care, and unaccompanied students.

**Admission of Part-time Private School Students**

The district reserves the right to accept/reject the part-time admission of private school students living in the district based upon the availability of space, resources, personnel, appropriate programs, and upon a review of educational records.

In the case of all requests for part-time admission of private school students to the district, the following administrative procedure will be followed:

1. The superintendent or designee will determine the number of part-time private school students that their respective programs can accommodate based on available space.
2. Registration forms must originate through the school facility of the assigned attendance area in which they reside.
3. Full-time district resident students will be given scheduling preference over cross-enrolled students.
4. Only cross-enrolled school students who live within district boundaries will be considered for class enrollment. Students outside the district must go through the inter-district agreement process.
5. Students who request to participate in extracurricular activities in grades 9-12 must meet eligibility requirements for programs administered by the Oregon School Activities Association.

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END OF ADMINISTRATIVE REGULATION

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