

## **ADMISSION OF NON-RESIDENT STUDENTS**

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### **A. New Student Enrollment Procedures**

1. The student, if under eighteen years of age, must be accompanied by a custodial parent, legal guardian, or Seaford School District approved Relative Caregiver - unless over the age of eighteen, in which case the student may enroll himself/herself.
2. The student, if under eighteen years of age, must be living with parents, legal guardians, or a Seaford School District approved Relative Caregiver. If a legal petition has been filed, the student may be enrolled temporarily pending court action.
3. The non-resident student must be approved for school choice. Non-resident students may be allowed to temporarily attend pending Seaford School Board approval.
4. Student birth dates must be verified from the birth certificate, or from a hospital record, or from a baptismal/christening record, or from a previous school's records.
5. There must be some documented evidence of the fact that immunizations have been completed and that the child has had a recent (within one year) physical examination. The Delaware Division of Public Health immunization record should be completed. If the student has a verified appointment for a physical and/or immunizations then the student may be enrolled temporarily. It may be necessary to await the previous school's records (14 days) to verify a physical; nurses shall call the previous school if records have not arrived in two weeks.
6. The "Delaware Emergency Treatment Data Card" must be completed and signed.
7. The Seaford School District "Enrollment Blank" must be completed and signed.
8. Academic records must be secured as soon as possible to facilitate proper placement. Unofficial copies may be accepted from parents, but the "Request for Student Records" form should be signed so that official transcripts and folders may be released from the previous school.
9. During the school year, or just before the opening of school, phone contact is to be made with the transportation office to avoid any delay in the assignment of the student to a bus. During the summer, the yellow copy of the "Enrollment Blank" will suffice.
10. A student who is enrolling in the Seaford School District for the first time shall not begin to attend classes or to utilize transportation services provided by the District for one full school day subsequent to registration. Such period will be employed by appropriate District personnel to plan for the student's class assignments and other educational services and, if appropriate, to assign the student to school transportation. Waiting periods in excess of one school day may be necessary in certain instances. If a more extensive period is appropriate, District personnel will discuss the circumstances with the student's parent or guardian.

### **B. Kindergarten Enrollment Procedures for Non-Resident Students**

1. **Compulsory Attendance Requirements**  
A child who celebrates his/her fifth birthday on or before August 31 shall be registered for and attend kindergarten the coming school year. Children who reside in the Seaford School District (except those completing school choice requirements for another district) or have completed the school choice requirements for the Seaford School District must be registered and attend Seaford schools according to the Seaford School District calendar. Dates for the purpose of registering children will be advertised in advance.
2. **Early Admission Requirements**  
Children identified as gifted or talented through district assessments and interviews by the professional staff and who have become five years of age on or before 31 October may be admitted for educational placement at the beginning of the school year at the discretion of the district. Application for early entry should be made before April 1 whereupon arrangements will be made for assessment of the child applicant. To be considered as gifted or talented, the determination is to be made by professionally qualified individuals based upon results from one or more standardized assessment instruments and other

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factors that support a child's outstanding abilities. The determination for early entry will be made by the Director of Instruction whose decision is final.

3. Transfers from Other States  
Students transferring from schools in other states after the beginning of the school year shall meet the same age requirements for entry as students beginning in September. Students not meeting the age requirement may be considered under the Early Entry Requirements explained above.

### C. School Choice

1. Eligible Participants  
Any student (grades K-12) whose parent or legal guardian is a resident of the State of Delaware who wants to attend a school that is located in a different school district from where the custodial parent/guardian resides. ("Reside", "residing", and "residence" refer to the residence of the student's parent.)
2. Application Procedures
  - a. The application form provided by the State Board of Education must be fully completed and submitted online or in person to the Director of Student Services, Seaford School District, 390 North Market Street Extended, Seaford, DE 19973.
  - b. Applications must be submitted by the second Wednesday in January for enrollment in grades 1-12 during the following school year, or by the first day of the school year for kindergarten enrollment during the following school year.
  - c. Applications shall be accepted after such deadlines only if the deadline was missed due to "good cause", or if the application is for kindergarten and it is submitted prior to the beginning of the school year.  
"Good cause" means (a) a change in a child's residence due to a change in family residence; (b) a change in the state in which the family residence is located; (c) a change in marital status of the child's parent; (d) a change caused by guardianship proceeding; (e) placement of a child in foster care; (f) adoption; (g) participation by a child in a foreign exchange program; (h) participation of a child in a substance abuse or mental health treatment program; or (i) a set of circumstances consistent with this definition of "good cause".
  - d. A separate application must be submitted for each student.
  - e. An application must be submitted for the sibling of a student already enrolled in a district school. A sibling is not granted automatic approval to attend a choice school.
  - f. The failure to fully and accurately complete the application and other required forms, or provide the requested information, or providing false information may result in denial or revocation of school choice.
  - g. The application may be withdrawn if written notification is received prior to action being taken on the application. (Refer to C.7.a. on page 6 for approximate dates when action will take place on an application.)
  - h. The approval of a choice application for a school does not entitle the student to move to the school housing the next grade configuration (i.e., K-5; 6-8; 9-12). A timely choice application must be submitted in order for a student to be considered for enrollment in the school housing the next grade configuration.
3. Order in Which Applications Will Be Considered
  - a. Applications received by the applicable deadline:
    1. Returning student who continue to meet the requirements for the program or school
    2. Siblings of students already enrolled in the school or program who will be returning to the school for the following academic year. Siblings of students living in the district will be given priority over siblings not living in the district.
    3. Students that reside in the Seaford School District.
    4. Children of employees.

5. Students residing outside of the Seaford School District.
  - b. Applications received after the applicable deadline due to “good cause” shall be considered after those received by the deadline in the order set forth in this section above.
4. Criteria for Recommendations to Deny First-Time Applicants
  - a. Expulsion from another school district during the previous school year or during the school year in which the application is being made
  - b. The school’s and/or classroom capacity would be exceeded
5. Criteria for Recommendations to Deny Returning Applicants
  - a. Student’s Attendance Record
    - (1) Any combination of five tardies, three unexcused absences, and/or ten or more excused absences (for previous and/or current year-to-date)
  - b. School/Class Capacity Would Be Exceeded
    - (1) “Capacity” for each school may change from year-to-year based on the number of classrooms needed for special programs and class size regulations. “Capacity” also refers to class size, the upper limits of which will be determined by the respective principals.
7. Board Action
  - a. Acceptance or denial of the application will take place by the last day of February for grades 1-12 or within 45 days of receipt of application, whichever is later. The Board’s decision is final.
  - b. Within 5 working days of Board action on a choice application, notice shall be sent to the applicant.
  - c. Approval or denial of applications for kindergarten will take place no later than 15 June of the school year preceding enrollment or within 45 days of receipt of the application for kindergarten if submitted after 15 June and on or before the first day of the school year for enrollment in a kindergarten program during that school year.
8. Duration of Choice School Enrollment
  - a. A student who fails to meet either the academic, attendance, or behavior requirements of the Seaford School District will be returned to the student’s school district of residence after the affirmative actions of the sending district’s and the receiving district’s (Seaford’s) respective Boards of Education.
  - b. A student accepted for enrollment in a school or program shall remain enrolled therein for a minimum of 2 years unless during that 2 year period:
    - i. A student graduates from the school or completes the program; or
    - ii. The student’s parent(s) cease to be residents of the student’s original district of residence; or
    - iii. At the conclusion of any academic year during such 2 year period, the student ceases to meet the academic requirement for such school or program; or
    - iv. If daycare was indicated on the relevant choice application as a reason for seeking enrollment, or if daycare was a reason for granting priority to consideration of or granting of the relevant choice application, or the provider of daycare services to the student ceases to doing business or relocates to a location so distant from the original locations as to render the original combination of daycare and choice enrollment no longer reasonably practicable for the student or the parent(s) of the student; or
    - v. The board of the district of residence, the board of the receiving district, and the parent(s) of the student agree for any reason to terminate such enrollment.
9. Transportation
 

The parent of any child enrolled in a district other than the district of residence shall be responsible for transporting the child without reimbursement to and from a point on a Seaford regular bus route that has available space.

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10. Interscholastic Athletics
  - a. A student shall be governed by the rules of the Delaware Interscholastic Athletic Association with regard to eligibility of transferring students.
  - b. A student enrolled in a choice school in grades 10 through 12 shall not be allowed to participate in the interscholastic sports program during the first year of enrollment in the choice school if the student attended a different choice school the preceding year unless the sport was not offered at the previous school.
11. Termination of Enrollment in Choice School
  - a. Enrollment in a choice school will be automatically terminated upon the completion of the last grade level contained in the choice school or program.
  - b. A parent may apply to terminate enrollment in a choice school at the end of a school year by sending a letter requesting to withdraw to the Director of Student Services, Seaford School District, 390 North Market Street Extended, Seaford, DE 19973 by 1 December.
  - c. A letter requesting to withdraw may be accepted after 1 December if the deadline was missed due to "good cause". Good cause is as defined in paragraph 2 of the application procedures.
  - d. The Director or his/her designee will send the parent notice that the letter requesting to withdraw has been received and a copy will be sent to the student's district of residence.
  - e. Approval or disapproval of the letter requesting to withdraw will take place by 15 December, or within 15 days of receipt of the letter requesting to withdraw, whichever is later.
12. Miscellaneous Provisions
  - a. If the choice application is the result of a school being "in school improvement" and the district cannot afford to transport all of the students who apply, low-income, low-achieving students will have priority. Then low-income, not low-achieving, then low-achieving, not low income and finally, not low-achieving and not low-income will have priority.
  - b. A student attending a persistently dangerous school shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring.
  - c. A student who is the victim of a violent felony while in or on the grounds of a school in which the student is enrolled shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring.

EFFECTIVE DATE: 4/30/84

REVISED: 1/30/89, 9/1/90, 11/6/95, 10/15/96, 11/3/97, 7/1/98, 7/20/00, 12/17/01, 11/6/02, 10/1/03, 3/18/05, 12/22/05

SEAFORD SCHOOL DISTRICT  
Seaford, Delaware