

### **Sec. 1. NON-DISCRIMINATION IN ADMISSIONS**

It is the policy of IDEA Public Schools to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend. *Education Code 12.111(a)(5)*.

### **Sec. 2. GEOGRAPHIC BOUNDARIES**

The updates to Chapter 100, effective October 2, 2024, have aligned charter school administrative policies with TEC, Chapter 12, Subchapters D, E, and G. Under the new TEA regulations, students are no longer restricted by their home school district when applying to IDEA Public Schools. Consequently, any student residing in Texas can attend any IDEA Public Schools campus within the state. However, students must still present approved and acceptable residency documentation during enrollment to confirm their Texas residency and eligibility to enroll.

IDEA may establish primary or secondary boundaries, as allowable by TEA commissioner rule, and reflected in TEA's charter.

### **Sec. 3. GENERAL ELIGIBILITY FOR ADMISSION**

IDEA Public Schools shall generally admit all persons who reside within the state of, and for whom IDEA Public Schools operates a grade level sought and have a seat available, and who, as of September 1 of any school year, are at least five years of age and under 21 years of age, or are at least 21 years of age and under 26 years of age and admitted by IDEA Public Schools to complete the requirements for a high school diploma, if the person meets any of the following conditions:

1. The applicant and either parent reside in IDEA Public School's geographic boundaries consisting of the state of Texas.
2. The applicant does not reside in IDEA Public School's geographic boundaries, but one of the parents resides within IDEA Public School's geographic boundaries and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the applicant.
3. The applicant and his or her guardian or other person having lawful control under a court order reside within IDEA Public School's geographic boundaries.
4. The applicant is under the age of 18 and has established a separate residence in IDEA Public School's geographic boundaries separate and apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the applicant's presence in IDEA Public Schools is not for the primary purpose of participation

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- in extracurricular activities. However, IDEA Public Schools is not required to admit an applicant under this provision if the applicant:
- a. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a disciplinary alternative education program or expulsion;
  - b. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
  - c. Has been convicted of a criminal offense and is on probation or other conditional release.
5. The applicant is homeless, regardless of the residence of the applicant, of either parent of the applicant, or of the applicant's guardian or other person having lawful control of the applicant.
  6. The applicant is a foreign exchange student placed with a host family that resides in IDEA Public School's geographic boundaries by a nationally recognized foreign exchange program, unless IDEA Public Schools has applied for and been granted a waiver by the Commissioner because:
    - a. Admission would impose a financial or staffing hardship on IDEA Public Schools;
    - b. Admission would diminish IDEA Public School's ability to provide high-quality education services for IDEA Public School's domestic students; or
    - c. Admission would require domestic students to compete with foreign exchange students for educational resources.
  7. The applicant resides at a residential facility, as defined in Education Code 5.001, located within IDEA Public School's boundaries.
  8. The applicant resides in IDEA Public School's boundaries and is 18 or older or the applicant's disabilities of minority have been removed.
  9. The applicant does not reside in IDEA Public School's boundaries, but a grandparent resides in IDEA Public School's boundaries and provides a substantial amount of after-school care for the applicant as determined by the Board.
  10. The applicant and either parent of the applicant reside in a residence homestead that is located on a parcel of property any part of which is located in IDEA Public School's geographic boundaries.

*Education Code 25.001.*

IDEA Public Schools may also admit a child of an IDEA Public Schools employee regardless of whether the child resides in the geographic area served by IDEA Public Schools. *Education Code 12.117(d)*. Such a child must satisfy all other eligibility requirements imposed by law and/or IDEA Public Schools in order to be granted admission and enrollment in IDEA Public Schools.

### **Kindergarten Age Requirements**

In accordance with Texas Education Code, TEC §25.001, a child must be at least five years old on or before September 1 of the school year in which enrollment is sought to be eligible for admission.

### **First Grade Age Requirements**

To be eligible for first grade enrollment, a child must be at least six years old on or before September 1 of the relevant school year. However, children who turn six between September 2 and September 30 of the same school year may be considered for early admission. This consideration is contingent upon the child having completed at least one year of kindergarten in an accredited program and successfully passing an individual assessment, and otherwise at the sole discretion of IDEA Public Schools.

## **Sec. 4. APPLICATION REQUIREMENT**

IDEA Public Schools requires applicants to submit a complete TEA Charter Student Admission Application form in order to be considered for admission. The Superintendent or designee shall set a beginning and closing date for the application window for each school year.

In order to be eligible for admission, the applicant or qualifying occupant specified by Education Code 25.001(b) must generally reside in the geographic boundaries set by the IDEA Public Schools charter, and satisfy any other admissions criteria specified in this policy. *See* Sec. 10 below.

## **Sec. 5. LOTTERY PROVISIONS**

For the purposes of this policy, a “lottery” is defined as a non-weighted, random selection process used to determine the enrollment order of student applicants. A lottery will be conducted if the number of applicants exceeds the number of open seats available for a grade level at the campus. The lottery will be held within five business days following the application period’s closing date and will be executed using lottery selection software. The Chief Operations Officer will designate an individual or persons to conduct the computerized lottery for each school campus within the district. This process will be carried out online in a virtual meeting and supervised by the Vice President of Enrollment or their designee to ensure the admissions and waiting lists are selected randomly. Results of the lottery shall be certified by sworn declaration or a notary public.

## **Sec. 6. DEVELOPMENT OF WAITING LIST**

On Lottery Day, the selection software will generate a randomized list of all applicants per grade of each school, organized by their enrollment priorities, with higher priority groups placed at the

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top. Once these randomized lists are created, offers will be sent via electronic mail and text messaging in the order of the list, up to the total number of available seats for each grade level. After all offers have been issued, the remaining students on the randomized list will form the waiting list for each grade. As spaces become available, applicants will be contacted from the waiting list, starting with those assigned the lowest numbers. Applicants selected through the lottery will be considered “deemed admitted” and may proceed from provisional admission (Texas Education Code Section 25.002) to enrollment. Students not selected will need to re-apply for the subsequent school year. If a new applicant is selected in the lottery or received an offer from the waitlist and they have siblings, their sibling(s) also gets preference for the grade they are applying for.

Enrollment priorities will be assigned in the following order:

1. Children of IDEA Public Schools’ teachers and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment).
2. Siblings of current IDEA Public Schools Students.
3. Current IDEA Public Schools students who have applied to transfer to another IDEA Public Schools campus.
4. General Population not included in the aforementioned categories.

**Sec. 7. LOTTERY DAY NOTIFICATION AND ENROLLMENT PROCESS**

On Lottery Day, families will receive an email and text message if selected for enrollment at IDEA Public Schools. They can log into the lottery selection software to accept or decline the offer. Accepting an offer will automatically decline any other applications to different IDEA campuses. Families will then receive registration instructions.

**Sec. 8. FOLLOW-UP AND RESPONSE PROTOCOL**

Schools will reach out to families who haven’t responded to offers via email, text, or home visits. If no response is received after three documented attempts over two weeks, the offer will be rescinded, and the next family on the waitlist will be contacted. If in communication, families have 14 days from the first contact to decide. After 14 days without a decision, the offer may be rescinded and extended to the next scholar on the waitlist.

**Sec. 9. REGISTRATION FOR NEW FAMILIES**

Upon accepting an offer, families must complete the registration process promptly to ensure efficient onboarding and preparation for the first day of school. Deadlines for registration paperwork will be set by the central office.

**Absolute Deadline:** If missed, the seat offer may be rescinded and given to the next family on the waitlist.

**Unresponsive Families:** After three documented outreach attempts over two weeks, the offer may be rescinded and extended to the next family on the waitlist.

**Sec. 10. ADMISSION PROCESS OF RETURNING STUDENTS**

Returning students (students who currently attend IDEA Public Schools and intend to return the next school year) are exempted from the lottery if they notify IDEA Public Schools of their intent to return for the next school year by the deadline designated by the Superintendent or designee for the then-current school year.

**Sec. 11. SIBLINGS POLICY AND CHILDREN OF TEACHERS AND STAFF**

Siblings of currently enrolled students at IDEA Public Schools who notify the school of their intent to return for the next academic year in a timely manner are exempt from the lottery. These siblings, space permitting and in accordance with enrollment priorities, will be automatically enrolled after the children of IDEA Public Schools teachers and staff. In the event that the number of sibling applications exceeds the available seats, they will be placed on a randomized waitlist within their priority group, and offers will be issued based on the number of open seats available, starting with the lowest position on the waitlist. All new applications submitted after the application window has closed, the lottery has taken place, and waitlists have been created, will be placed on a waitlist within their priority group in the order they are received. Siblings must complete the TEA Charter Student Admission Application form to be considered for admission. For the purposes of this policy, a “sibling” is defined as a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant do not qualify as siblings. Enrollment of siblings is contingent upon available space and does not guarantee placement for each listed sibling.

Children of IDEA Public School’s teachers and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program. In the event that the number of children of IDEA Public School’s teachers and staff applications exceeds the available seats, they will be placed on a randomized waitlist within their priority group, and offers will be issued based on the number of open seats available, starting with the lowest position on the waitlist. All new applications submitted after the application window has closed, the lottery has taken place, and waitlists have been created, will be placed on a waitlist within their priority group in the order they are received.

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**Sec. 12. APPLICATIONS SUBMITTED OUTSIDE THE DESIGNATED APPLICATION PERIOD**

If a student applies to IDEA Public Schools outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received and within their enrollment priority group.

**Sec. 13. STUDENTS WITH DOCUMENTED HISTORIES OF A CRIMINAL OFFENSE AND/OR MISCONDUCT**

As authorized by Education Code § 12.111(a)(5)(A), IDEA Public Schools shall exclude from enrollment those students who have a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, Chapter 37 of the Education Code.

**Sec. 14. “NO SHOW” WITHDRAWALS**

A student must be present during the school's official attendance, taking time within the first three days of school. If the student is absent for the first three days of school, the student will be considered a “no show” and will be withdrawn from IDEA

**Sec. 15. DOCUMENTS AND INFORMATION APPLICANTS ARE REQUIRED TO PROVIDE**

Applicants must complete and submit the common admission application form developed and made available by the Texas Education Agency (“TEA”) under Education Code 12.1173.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

**Sec. 16. VERIFICATION OF RESIDENCY AND IMMUNIZATION RECORDS FOR ENROLLMENT**

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit an affidavit signed by the student’s parent or guardian declining immunizations for reasons of conscience, will be exempted from this requirement. The parent or guardian must furnish records that verify the identity of the student.

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, at the time of enrollment. Students will be exempt from this requirement if they submit an affidavit from a



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licensed physician stating immunizations should not be administered for medical reasons, or submit an official notarized DSHS vaccine exemption affidavit for reasons of conscience to include religious beliefs, or are deemed to have provisional enrollment under TX Department of State Health Services requirements.

A person's "residence," for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return, or as defined by court order. The qualifying occupant specified by Education Code 25.001(b) must generally reside in the State of Texas, as described in the IDEA Public Schools charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of IDEA Public Schools. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;
- Current rental or lease agreement with parent/guardian's name and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;
- Mail dated within 60 days before the application date from the following sources:
  - Social Security Administration.
  - A Texas State government agency;
  - Utility companies;
  - Financial institutions; including checking or savings statements;
  - Insurance companies;
  - State and Federal Revenue documents;
  - Paycheck information; and
  -

If, at any time, a student's or qualifying occupant's residence is in question, IDEA Public Schools may ask for additional documents for verification. If the parent or legal guardian cannot provide evidence of residency because the parent or legal guardian is living with a relative or friend, a notarized statement by the relative or friend may be accepted by IDEA Public Schools with the following stipulation:

- Notarized statement must state that the parent or legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of the relative or friend who is on the relative or friend's proof of residence;
- Notarized statement must state the same address of the relative or friend who is on the relative or friend's proof of residence;
- A copy of the relative or friend's proof of residence must be attached to the notarized statement (meeting the documentation criteria described above); and

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- The notarized statement must be signed by the same name of relative or friend who is on the relative or friend’s proof of residence.

A person whose parent or guardian is an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, may establish residency by providing to IDEA Public Schools a copy of a military order requiring the parent’s or guardian’s transfer to a military installation in or adjacent to IDEA Public School’s attendance zone. Such proof of residence shall be provided to IDEA Public Schools not later than the 90th day after the arrival date specified in the military order requiring the parent’s or guardian’s transfer. For purposes of this provision, the term “residence” includes residence in a military temporary lodging facility. *Education Code 25.001(c-1)-(c-2)*.

Subsequently, within 60 days, at least two current documents, IDEA Public Schools must be provided confirmation of residency from one or more of the following sources:

- U. S. Treasury;
- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies; or
- State and Federal Revenue departments.

IDEA Public Schools may conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense.

**Sec. 17. ADULT STUDENT ATTENDANCE REQUIREMENT FOR CONTINUED ADMISSION**

A person who voluntarily attends school after his or her 19th birthday shall attend school each school day for the entire period the program of instruction is offered. IDEA Public Schools may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Education Code 25.087, except that IDEA Public Schools may not revoke the enrollment on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school grounds and a criminal trespass warning may be issued. Prior to revoking the person’s enrollment, IDEA Public Schools shall issue a warning letter to the person, after the third unexcused absence, stating that the person’s enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. As an alternative to revoking enrollment, IDEA Public Schools may impose a behavior improvement plan. *Education Code 25.085(e)*.



**Sec. 18. STUDENT RESIDENCY SEPARATE FROM PARENT/GUARDIAN**

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person’s parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to IDEA Public Schools in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to IDEA Public Schools. The Superintendent or designee shall follow “Students with Documented Histories of a Criminal Offense and/or Misconduct,” above, in making such determination.

**Sec. 19. ADMISSION OF HOMELESS STUDENTS**

**a) *Definitions***

“Enroll” and “enrollment” include attending classes and participating fully in school activities.

“Homeless child” or “homeless children” means children or youths who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children living in the circumstances described above. “Migratory child” means a child who made a qualifying move in the preceding 36 months (a) as a migratory agricultural worker or a migratory fisher; or (b) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

“School of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled, including a preschool. When a child completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools, as applicable.

“Unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian.

**b) General Requirements**

As a condition of receiving federal funds under the McKinney-Vento Homeless Assistance Act, IDEA Public Schools shall, according to a homeless child’s best interest:

1. Continue the child’s education in the school of origin for the duration of homelessness;
  - a. If the child’s family becomes homeless between academic years or during an academic year; and
  - b. For the remainder of the academic year, if the child becomes permanently housed during an academic year; or
2. Enroll the child in any IDEA Public Schools school that non-homeless students who live in IDEA Public Schools’s geographic boundaries are eligible to attend.

*42 U.S.C. 11432(g)(3)(A).*

In determining the best interest of a homeless child, IDEA Public Schools shall:

1. Presume that keeping the child in the school of origin is in the child’s best interest, except when doing so is contrary to the request of the child’s parent or guardian, or in the case of an unaccompanied youth the youth;
2. Consider student-centered factors related to the child’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children, giving priority to the request of the child’s parent or guardian or the unaccompanied youth;
3. If, after conducting the best interest determination based on consideration of the presumption in item 1 above and the student-centered factors in item 2 above, IDEA Public Schools determines that it is not in the child’s best interest to attend the school of origin or the school requested by the parent or guardian or the unaccompanied youth, provide the parent, guardian, or unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal as set forth in Sec. 13-f below; and
4. In the case of an unaccompanied youth, ensure that the homeless liaison assists in placement and enrollment decisions under these provisions, gives priority to the views of such unaccompanied youth, and provides the notice to such youth of the right to appeal as set forth in Sec. 13-f below.

*42 U.S.C. 11432(g)(3)(B).*

IDEA Public Schools shall not stigmatize or segregate a student who is homeless.

**c) *Information from Parents***

IDEA Public Schools may require the parent or guardian of a homeless child to submit contact information. *42 U.S.C. 11432(g)(3)(H)*.

**d) *Enrollment***

IDEA Public Schools shall immediately enroll a homeless child, depending on available seats, even if the child:

- Is unable to produce records normally required for enrollment, such as previous academic record, records of immunization and other required health records, proof of residency, birth certificates, or other document; or
  1. Has missed application or enrollment deadlines during any period of homelessness.
  2. If no space is available at the school, IDEA Public Schools will collaborate with the student and their family to identify another IDEA Public Schools campus or a public school with available enrollment space. Should a space become available, students experiencing homelessness will receive priority over all other students on the school's waitlist and will be enrolled immediately.

*42 U.S.C. 11432(g)(3)(C)*.

**e) *Enrollment in School of Origin***

In determining the best interest of the student for the purpose of continuing the student's education in the school of origin, IDEA Public Schools shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. IDEA Public Schools shall also consider the best interests of the student with regard to the impact of moving schools on the student's achievement, education, health, and safety, including such relevant factors as:

1. Continuity of instruction;
2. Age and grade placement of the student;
3. Distance of the commute and its impact on the student's education or special needs;
4. Personal safety of the student;
5. The student's eligibility and need for any specialized services and supports, such as Section 504, special education and related services, or bilingual or English as a second language services;
6. Length of anticipated stay in a temporary shelter or other temporary location, if applicable;
7. Likely area of the family's or youth's future housing;

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8. Time remaining in the school year; and
9. School placement of siblings.

Services, including transportation, that IDEA Public Schools is required to provide shall not be considered in determining the student’s school of attendance.

**f) *Disputes Concerning Enrollment***

If a dispute arises over eligibility, or school selection or enrollment in a school:

1. The child shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
2. The parent or guardian of the child or an unaccompanied youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by IDEA Public Schools, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
3. The parent, guardian, or unaccompanied youth shall be referred to the homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

*42 U.S.C. 11432(g)(3)(E).*

**g) *Comparable Services***

IDEA Public Schools shall provide a homeless child with services comparable to those offered to other students in the school in which the child is enrolled. *42 U.S.C. 11432(g)(4).*

**Sec. 20. NO GENERAL TRANSPORTATION SERVICES**

IDEA Public Schools is not required to provide general transportation to a student who transfers to another IDEA Public Schools location under Section 15 of this policy.

**Sec. 21. ADMISSION OF MILITARY DEPENDENTS**

**a) *Applicability***

The provisions of Sec. 21 of this policy shall apply to the children of:

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1. Active-duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. Sections 1209 and 1211;
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

Sec. 21 of this policy shall not apply to the children of:

1. Inactive members of the national guard and military reserves;
2. Members of the uniformed services now retired, except as provided above;
3. Veterans of the uniformed services, except as provided in this policy; and
4. Other U.S. Department of Defense personnel and other federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

*Education Code 162.002 Article III.*

**b) Definitions**

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

“Children of military families” means a school-aged child, enrolled in kindergarten through twelfth grade, in the household of an active-duty member.

“Deployment” means the period one month prior to the service members’ departure from their home station on military orders through six months after return to their home station.

“Transition” means:

1. The formal and physical process of transferring from school to school; or
2. The period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

“Veteran” means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

*Education Code 162.002 Article II.*

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**c) *Eligibility for Enrollment***

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

i. *Continued Acceptance*

A transitioning military child, placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

*Education Code 162.002 art. VI, § A.*

**d) *Education Records***

i. *Unofficial Records*

In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parents a complete set of unofficial education records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, IDEA Public Schools shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

ii. *Official Records*

Simultaneous with the enrollment and conditional placement of the student, IDEA Public Schools shall request the student's official education record from the sending district.

*Education Code 162.002 art. IV, §§ A–B.*

**e) *Tuition***

IDEA Public Schools is prohibited from charging tuition to:

1. A transitioning military child placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent;  
or
2. A student who is domiciled in another state and resides in military housing that is located within IDEA Public School's boundaries.



*Education Code 25.004, 162.002 art. VI, § A.*

**f) *Grade-Level Placement***

Students shall be allowed to continue their enrollment at grade level in IDEA Public Schools commensurate with their grade level, including kindergarten, from the sending district at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level shall be eligible for enrollment in the next highest grade level in IDEA Public Schools, regardless of age. A student transferring after the start of the school year shall enter IDEA Public Schools on his or her validated level from an accredited school in the sending state. *Education Code 162.002 art. IV, § D.*

**g) *Course Placement***

When the student transfers before or during the school year, IDEA Public Schools shall initially honor placement of the student in educational courses based on the student's enrollment in the sending district and/or educational assessments conducted at the sending district if the courses are offered. Course placement includes but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude IDEA Public Schools from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s). *Education Code 162.002 art. V, § A.*

**h) *Educational Program Placement***

IDEA Public Schools shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending district or participation/placement in like programs in the sending state. Such programs include, but are not limited to:

1. Gifted and talented programs; and
2. English as a second language (ESL).

This does not preclude IDEA Public Schools from performing subsequent evaluations to ensure appropriate placement of the student. *Education Code 162.002 art. V, § B.*

**i) *Waivers***

IDEA Public Schools administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered by IDEA Public Schools. *Education Code 162.002 art. IV, §§ A–B, D.*

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**Sec. 22. DISCREPANCIES IN STUDENT NAME**

The Superintendent or designee shall notify the Missing Children and Missing Persons Information Clearinghouse if a child is enrolled under a name other than the name that appears on the identifying documents. If a student's records have not been received within 30 days of a request, the Superintendent or designee shall notify local law enforcement for a determination of whether the child has been reported as missing. *Education Code 25.002(b)*.

**Sec. 23. FOOD ALLERGY INFORMATION**

The parent of each student enrolled with IDEA Public Schools must complete a form provided by IDEA Public Schools that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to IDEA Public Schools to enable IDEA Public Schools to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

IDEA Public Schools may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

*Education Code 25.0022(a)-(c)*.

**Sec. 24. DATE ADOPTED AND EFFECTIVE**

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on November 22, 2024, and it became effective on November 22, 2024.

**Sec. 25. RETENTION**

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

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**Sec. 26.        CERTIFICATION**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Admissions & Enrollment Policy, as adopted on November 22, 2024, is in full force and effect and has not been revoked or amended.

Signed by:

*Eduardo Rivera*

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Board Secretary

12/6/2024

Date Certified