
AURORA PUBLIC SCHOOLS**APS Code: JF****Adopted May 1974****Revised July 1984****Revised January 1994****Revised September 2007****Revised April 2008****Revised March 2014****Revised December 2015****Reviewed February 2016****Revised April 2018**

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Aurora Public Schools recognizes and accepts its responsibility to educate students within the District boundaries. Aurora Public Schools shall offer educational services to all persons residing in the Aurora Public Schools (“District”) between the ages of five and 21 years, except as provided elsewhere in these policies.

The admission of students into Aurora Public Schools shall be conducted according to regulations developed by the Superintendent.

All students new to the District shall be admitted conditionally until records, including discipline records, from the schools previously attended by the student are received by the District. In the event such records indicate a reason to deny admission, the student’s conditional admittance shall be revoked. Notice of the conditional admittance status of new students shall be clearly indicated on the student registration form.

All requests for admission shall be made at the Aurora Public Schools Centralized Admissions site, with the exception of inter-District choice/open enrollment. In the case of a choice/open enrollment by a nonresident student, initial requests are made directly to the building principal. If a nonresident student is accepted by a principal as a choice/open enrollment, the parents/legal guardians must visit the Aurora Public Schools Centralized Admissions site to provide required admissions documentation and complete all required paperwork.

The Board of Education reserves the right to require a birth certificate or other proof of legal age, proof of residency within the District, and all other documentation as required by District policy and state law.

Resident students who have not graduated from high school and who attain the age of 21 during the regular school year may complete the semester in which their 21st birthday occurs, after which the student shall no longer be eligible for a free public education in the Aurora Public Schools. The

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Superintendent may make exceptions to this school age completion age requirement or state or federal law may direct exceptions.

If a student meets the criteria for admission, the student will be admitted to the District.

Admission of Resident Students

Resident students will be offered educational services at their home school of residence as defined by District residential attendance area boundaries with the following exceptions:

1. The student's application for intra-District choice/open enrollment has been granted; although, a choice/open enrolled student may return to his/her home school of residence at any time forfeiting their school of choice;
2. Notwithstanding the provisions of section 22-36-101, and except as otherwise provided for homeless children pursuant to section 22-1-102, enrolled students that move into another school's or district's attendance area, shall be entitled to complete the current school year in their current school of enrollment unless that school becomes unavailable by action of the Superintendent or designee;
3. An administrative transfer has been granted;
4. The school, the class or the program at the neighborhood school of attendance is not offered or is closed; or
5. Unless circumstances indicate that a special education staffing should be held, the placement of students with disabilities will be determined by the student's current individual educational plan (IEP) or Section 504 plan.

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A student will be deemed to reside in the District if:

1. Both his or her parents, or the survivor of them, or the one of them with whom such child resides a majority of the time pursuant to an order of any court of competent jurisdiction resides in the school district;
2. The legally appointed guardian resides in the District;
3. The student lives in the District after emancipation by his parents/legal guardians or their survivor;
4. In the judgment of the Board of Education, the child has been abandoned by the parents/legal guardians;
5. The student has become permanently dependent for maintenance and support on someone other than the nonresident parent/legal guardian, or upon charitable organization, provided the dependent student is actually to make a home and receive support within the District;
6. One of the student's parents/legal guardians is a public officer or employee, living temporarily for the performance of his or her duties;
7. Regardless of the residence of the parents, the student adopts a dwelling place within the District intending to stay there indefinitely and not return to the dwelling place from which he/she came and regularly eats and sleeps there, or both, during the entire school

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- year; but the child shall be deemed not to have the requisite intent if he/she regularly returns to another dwelling place during breaks and weekends;
8. The student is found to be homeless pursuant to the provisions of section 22-1-102.5 and the McKinney-Vento Homeless Assistance Act and the student presently seeks shelter or is located in the school district; except that a homeless student shall be deemed to reside in another school district if the child attended school in such school district at the time the child became homeless, the child remains homeless, the affected school districts find that attendance in such other school district is in the best interests of the child pursuant to section 22-33-103.5, and the child chooses to continue attendance in such other school district; or
 9. The student is found to have become homeless pursuant to the provisions of section 22-1-102.5 and the McKinney-Vento Homeless Assistance Act during a period that school is not in session, the student remains homeless, and the student presently seeks shelter or is located in the school district; except that the child shall be deemed to reside in another school district if the child attended school in such school district immediately prior to the time the child became homeless, the child remains homeless, the affected school districts find that attendance in such other school district is in the best interests of the child pursuant to section 22-33-103.5, and the child chooses to continue attendance in such other school district.

CHANGE OF ADDRESS FOR STUDENTS

If the parent/legal guardian's address changes during the school year or between school years, the parent/legal guardian must visit the Aurora Public Schools Centralized Admissions site within 60 calendar days of moving or prior to the beginning of the new school year respectively to validate the new address and determine if there is a change of home school or

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district of residence.

ADMISSION OF NONRESIDENT STUDENTS

Aurora Public Schools will admit nonresident students as provided below:

1. A student, who after completing the eleventh grade moves into another school's or district's attendance area, shall be entitled to complete the school year as a resident in the school that the student is attending, unless that school becomes unavailable by action of the Superintendent or designee;
2. A student who resides within another school District but whose parents/legal guardians are planning to move into the District during the current school year, may be admitted no more than 60 calendar days prior to the date of the move if the parents/legal guardians provide acceptable evidence to the District of their anticipated relocation within the District boundaries;
3. A nonresident student has completed an application for inter-District choice/open enrollment and has been accepted for enrollment by the principal of a District school; or
4. A student who is enrolled in special programs provided by Aurora Public Schools that are made available to other school Districts, and the other District authorizes the payment of the appropriate tuition charge.

Transportation shall not be provided for nonresident students.

Admission of Students from Non-accredited Private Schools or Home School Programs

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Students who transfer from a non-accredited private school or a home schooling program and who have formal records from the previous school will be enrolled into the school of residence according to regulations developed by the Superintendent.

Admission of Non-Immigrant Foreign Students

This policy applies to non-immigrant foreign exchange students who temporarily reside within the District's boundaries without their parents/legal guardians for the purpose of attending school. These students are those who qualify for a J-1 visa under the regulations of the U.S Department of State, Bureau of Educational and Cultural Affairs and may attend District schools for a time period pursuant to federal guidelines. This policy and accompanying regulations do not apply to resident aliens, political exiles, or students from other countries residing within the District's boundaries with their parents/legal guardians.

The Board of Education recognizes the educational and cultural value of international exchange programs and foreign exchange students who are in possession of a J-1 visa and authorizes the admission of a limited number of non-immigrant foreign exchange students to the regular educational programs offered in the District's schools. To protect the interest of the District, its schools and students, only foreign exchange students from approved exchange programs shall be admitted. Approved exchange programs are those designated by the U.S. Department of State, J-1 Visa Exchange Visitor Program and Approved by the Superintendent or designee. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside.

Foreign exchange students on a J-1 visa are not required by law to pay tuition.

Students in the United States on a visitor's visa or F-1 visa are not entitled to enroll in the schools of the District.

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Entrance Age Requirements

1. Kindergarten: A child must be five years old on or before October 1 of the school year in which they are enrolling to be eligible to enter kindergarten unless the child has been approved to enroll under early access as set forth in Colorado law. A student transferring into Aurora Public Schools from another public or state-certified, non-public school must meet the state's and District's established minimum age requirement of five years of age on or before October 1 for kindergarten admission.
2. First Grade: A child must be six years old on or before October 1 of the school year in which they are enrolling to be eligible to enter first grade unless the child has been approved to enroll under early access: as set forth in Colorado law.

A student transferring into Aurora Public Schools from another Colorado public or state-certified, non-public school must meet the state's and District's established minimum age requirement of six years of age on or before October 1 for first grade admission. First grade students transferring within the District from another first-grade public school program shall be eligible for first grade admission.

A student who attended at least 120 days of kindergarten in a state other than Colorado and who is at least five years old on or before October 1 of the school year in which they are enrolling may be eligible for first grade admission.

Denial of Admission

The Board of Education or the Superintendent may deny admissions to the schools of the District for cause. The grounds for denial of admissions shall be those established by law.

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The district reserves the right to conduct home visits as needed unless the student is found to be homeless pursuant to the provisions of the McKinney-Vento homeless assistance act. Any student or parent/legal guardian who submits inaccurate information related to their address of residence or any information in connection with seeking admission in the District may be immediately withdrawn from the school the student is attending.

The Board shall provide due process to students and parents/legal guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of law governs these areas.

- LEGAL REFS:**
- C.R.S. 22-1-102 (defines "resident")
 - C.R.S. 22-1-102.5 (defines "homeless child")
 - C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)
 - C.R.S. 22-2-409 (notification of risk)
 - C.R.S. 22-32-109 (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
 - C.R.S. 22-32-110(1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
 - C.R.S. 22-32-115 (tuition to another school district)
 - C.R.S. 22-32-116 (non-resident students)
 - C.R.S. 22-32-138 (enrollment of students in out-of-home placements)
 - C.R.S. 22-33-103 through 22-33-110 (school attendance law)

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C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS:

IHBG, Home Schooling

IKC/IKD, Class Ranking/Grade Point Averages

IKF, Graduation Requirements

IKFB, Graduation Exercises

JC, School Attendance Areas

JFABD, Homeless Students

JFBA, Intra-District Choice/Open Enrollment

JFBB, Inter-District Choice/Open Enrollment

JK.2, Discipline of Students with Disabilities

JKD/JKE, Suspension and Expulsion of Students

JLCB, Immunization of Students

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Student Admissions Procedure

The procedures for the admissions of new students into Aurora Public Schools shall be consistent across the district.

1. Parents/legal guardians of students new to the District or previous students that have been attending somewhere else or withdrawn more than 60 calendar days provide the following documentation in order to be admitted to the District:
 - a. Photo identification of parent/legal guardian. A driver's license or any other photo identification is acceptable.
 - i. the biological, foster or adoptive parent may enroll the student
 - ii. guardians must have proper guardianship forms signed and notarized or a copy of court authorization
 - iii. custody documentation is required, if applicable
 - b. Documentation of the child's date of birth. The student's parent(s) or guardian shall provide documentation of the child's date of birth. When available, proof of age shall be made by providing primary documentation as set forth below. When primary documentation is not available proof of age may be made by the provision of secondary documentation as set forth below. Two items of secondary documentation shall be provided to verify the student's age. At the discretion of the Office of Centralized Admissions a single secondary document may be accepted as proof of age if the document is deemed sufficiently reliable. In the event no primary or secondary documentation is available, the District shall convene a team to evaluate and determine an age designation for the student for school attendance purposes.

Nothing in this section shall prevent a school from making a grade placement determination that is in the best interest of the student regardless of the age designation determined by this section.

Primary documentation:

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- i. Legally issued birth certificate;
- ii. Driver's license, learner's permit or identification card, not expired more than 180 days;
- iii. Valid passport;
- iv. Certificate of Naturalization;
- v. Certificate of U.S. Citizenship
- vi. Unexpired documentation issued by the Bureau of U.S. Citizenship and Immigration Services
- vii. Native American Tribal documentation which sets forth the student's name and date of birth

Secondary documentation:

- i. Driver's license, learner's permit, or identification card, which had not been expired for more than 365 days.
 - ii. Certified copy of school records from a United States jurisdiction or territory reflecting the student's name and date of birth.
 - iii. Unexpired health insurance card reflecting the student's name and date of birth.
 - iv. Unexpired identification card issued by a government agency reflecting the expiration date and the student's full name, date of birth, and photo.
 - v. Baptismal or similar records.
 - vi. Verified hospital, immunization or health records.
 - vii. School transcripts.
 - viii. Any other reasonably reliable documentation setting forth the student's full name, age, or date of birth as determined by the District.
- c. Proof that the parents/legal guardians live at a specific address:
- i. If parents/legal guardians own a home, they are required to bring one of the following:
 - 1. signed and notarized warranty deed, deed of trust, or bill of sale dated within last 60 calendar days.

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2. signed purchase contract with possession date or closing date nor more than 60 calendar days prior to possession date
 3. current or last month's utility/service bill under the parent/legal guardian's name i.e. gas, electric, home phone (not cell), water, trash, cable or mortgage statement – service/property address must be clearly marked (complete bill with remittance portion still attached may be required)
 4. Adams or Arapahoe County property tax bill for current year – mailing address and property address must match
 5. Voter Registration Card
 6. Current or last month's Homeowner's, Renter's, or Motor Vehicle Insurance Policy or statement
 7. Bank Statement
 8. USPS Change of Address Confirmation (CNL107)
 9. DD214 (dated within the last 60 days)
 10. Government assistance letter
 11. Paycheck Stub
- ii. If the parent/ legal guardian rents, they are required to bring one of the following:
1. current signed Lease or Rental Agreement that has been signed by all parties – landlord's contact information must be provided. If lease is expired but continues month-to-month, two current bills/statements with parent/legal guardian's name and address clearly marked must be provided
 2. current notarized letter from landlord or Signed Declaration of Residency
 3. current or last month's utility/service bill under the parent/legal guardian's name i.e. gas, electric, home phone (not cell), water, trash, or cable – service/property address must be clearly marked (complete bill with remittance portion still attached may be required)

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4. Voter Registration Card
 5. Current or last month's Homeowner's, Renter's, or Motor Vehicle Insurance Policy
 6. Bank Statement
 7. USPS Change of Address Confirmation (CNL107)
 8. DD214 (dated within the last 60 days)
 9. Government assistance letter (60 days)
 10. Paycheck Stub (60 days)
- iii. If the parent/ legal guardian is living with another family and the living situation does not fall under C.R.S. 22-1-102.5 or McKinney-Vento Homeless Assistance Act – all the following are required:
1. current notarized letter from the owner/renter of the home with whom the parent/legal guardian is living stating the address and length of time they will be staying or a signed Declaration of Residency
 2. proof of address from the owner/renter of the home. (See required documents above – c, i or c, ii)
 3. proof that the parent/legal guardian lives at that address as approved by the coordinator, centralized admissions or his or her designee
- iv. If the parent/legal guardian lives in military housing, all of the following are required:
1. military ID (do not copy)
 2. Current or last month's utility/service bill under the parent/legal guardian's name i.e. gas, electric, home phone (not cell), water, trash, cable or current signed housing letter – service/property address must be clearly marked (complete bill with remittance portion still attached may be required)

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- d. Immunization Records – Required by state law
 - e. Previous School Information – AS REQUIRED BY SCHOOLS
 - i. name, address, phone and fax number of previous school
 - ii. withdrawal date and withdrawal grades from the previous school
 - iii. transcripts for students entering middle or high schools
2. All parents/legal guardians of students currently enrolled in the district that change their address during the school year must visit the Aurora Public Schools Centralized Admissions site within 60 calendar days of moving or prior to the beginning of the new school year respectively to validate the new address and determine if there is a change of home school/district of residence. Failure to comply may result in the student being withdrawn at the end of the current school year.
3. Notwithstanding the provisions of section 22-36-101, and except as otherwise provided for homeless children pursuant to section 22-1-102, enrolled students that move into another school's or district's attendance area shall be entitled to complete the current year in their current school of enrollment. Unless that school becomes unavailable by action of the Superintendent or his/her designee.

The principal for a school may request that a school be deemed unavailable under this subsection if the school exceeds 98% building capacity (excludes mobile capacity). Once a request is made, the P-20 Learning Community Director for the school shall review the following factors:

- a. space availability
- b. projected staff availability
- c. class size
- d. impact of students affected by this provision

The P-20 Learning Community Director will then submit a written recommendation to the Superintendent or designee for an ultimate decision.

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If a school becomes unavailable a student shall retain all rights to remain at the school granted by C.R.S. 22-32-116.

4. A student, who after completing the eleventh grade, moves into another school's or district's attendance area, shall be entitled to complete the school year as a resident in the school that the student is attending, unless that school becomes unavailable by action of the Superintendent or his/her designee.
5. Students that move prior to the start of a new school year and did not immediately notify APS of the change in their address, have no entitlement to remain at the school they are currently attending and may be immediately withdrawn to attend their home school or district
6. Once a student has been admitted to the District by Centralized Admissions, the parent/legal guardian and student must visit the school to be complete the enrollment process. The official enrollment date posted for student records shall be the first day the student attends one or more classes.
7. The district reserves the right to conduct home visits as needed unless the student is found to be homeless pursuant to the provisions of the McKinney-Vento Homeless Assistance Act. Any student or parent/legal guardian who submits inaccurate information related to their address of residence or inaccurate information in connection with seeking admission in the district may be immediately withdrawn from the school the student is attending.

Admission of Students from Non-Accredited Private Schools

The following process shall be used for students who transfer from non-accredited private schools or home schooling programs:

1. An official transcript from the private/parochial or home school containing a list of courses taken, grades earned, academic testing information and attendance data.

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2. The results of all national standardized tests scores/summary taken in the past two years; if test scores or a summary of national standardized testing is not available, the school may require testing before enrolling the student.
3. Courses which involve religious worship or which are designed to teach a specific religious point of view will not be accepted for credit.
4. Aurora Public School officials may grant “credit/no credit” in place of the traditional grading systems.
5. Students enrolling from home schooling programs will provide documentation that they have met the requirements of all Colorado State Laws pertaining to home-based educational programs, including, but not limited to:
 - a. The required number of instructional hours per day;
 - b. The required number of instructional days per year;
 - c. Educational program content areas; and
 - d. Standardized testing results.
6. Aurora Public Schools will develop a transcript for each enrolling student correlating courses taken, grades earned and standardized test results and other information provided to, or gathered by, the school.
7. In order to receive a diploma, students need to meet all of the Aurora Public Schools graduation requirements as outlined in policy IKF and IKFB; in addition, in order to be eligible to receive academic honors at commencement, the student must meet guidelines as stated in policy IKC/IKD/IKAF.
8. Additional rules related to accepting credit for and grading of the work from students’ home-based education programs are found in policy IHBG and in its accompanying regulation.

Admission of Non-Immigrant Foreign Students

1. International foreign exchange students must meet the following criteria:

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- a. No student will be admitted who has already graduated from the equivalent of twelfth grade or who has reached the age of 21 years on or before the date of enrollment in Aurora Public Schools.
 - b. The student must reside with a legal adult resident. Every effort should be made to place exchange students with a host family where one or more students from that family attend the same school the exchange student will attend.
 - c. The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. If the student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or the sponsor fails to do so, the student will be withdrawn and the U. S. Department of State, Bureau of Educational and Cultural Affairs will be notified.
 - d. The student must have average or above average grades in school in their home country and must not require special education services in order to function in the regular academic program.
 - e. The District will not provide foreign exchange students with admission to special education programs, English language acquisition programs or other special programs.
 - f. Foreign exchange students are expected to take AT LEAST five classes per term including one language arts class and one American history or government class and are expected to maintain passing grades in all classes.
2. General requirements for all non-immigrant foreign exchange students:

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- a. Foreign exchange students with a J-1 visa under the regulations of the U.S. Department of State, Bureau of Educational and Cultural Affairs may attend district schools as approved.
 - b. Non-immigrant foreign students are responsible for complying with all District and school policies and regulations.
 - c. Non-immigrant foreign students are expected to pay for all lunches, books, athletic and student activity fees, yearbook costs, and all other expenses normally borne by students in the District. Non-immigrant foreign students are not entitled to free or reduced prices for lunch.
 - d. The eligibility requirements of the Colorado High School Activities Association will be followed.
 - e. The sponsor, host family and local program representative must maintain person contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.
 - f. If the school deems a student's grades, attendance or conduct unsatisfactory, the student may be withdrawn and the INS will be notified.
 - g. Approval for admission must be obtained between April 15 and July 1 for the following academic year or between October 15 and December 1 for the second semester, except under unusual circumstances.
3. Admissions Process:
- a. The principal or designee must screen all applications before they are approved and the student is admitted to the District.

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- b. The host family or sponsor must visit a Centralized Admissions to complete all admission paperwork prior to enrolling at the appropriate school.
- c. The student must attend the school in the attendance area in which the host family or sponsor resides.

Denial of Admission of Students

According to the Colorado Revised Statute 22-33-106(2), subject to the District's responsibilities under The Exceptional Children's Education Act (see policy JK.3, Discipline of Students with Disabilities), the following shall be grounds for denial of admission to Aurora Public Schools or diversion to an appropriate program:

- 1. Physical or mental disability such that the child cannot reasonably benefit from the programs available, and
- 2. Physical or mental disability or disease causing the attendance of the child suffering there from to be inimical to the welfare of other students.

Disabled students may be denied admission to the Aurora Public Schools by the Superintendent when it has been determined by the formal staffing committee that the Individualized Education Plan cannot be implemented because of the extreme nature of the handicapping condition, and that the student cannot reasonably benefit from the programs available, or continued attendance of the child suffering from an extreme handicapping condition is inimical to the welfare of other students.

- 1. Upon the written recommendation of the formal staffing committee the principal of the school of attendance shall suspend the student for a period not to exceed five days, observing adopted due process procedures.

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2. Prior to the end of the suspension period, the Superintendent may deny admissions to the student no longer than the end of the current school year or until such time, the formal staffing committee determines that the Individualized Education Plan can be safely and effectively implemented.
3. The right to appeal and due process procedures will be provided to the parents by the office of the Superintendent.
4. The parents may request the formal staffing committee to review their recommendations upon presentation of evidence of improvement of the student's condition.
5. If the student is attending a program in a school district other than Aurora Public Schools, a program in another public agency or community center, and it is determined by their staff that the Individualized Education Plan cannot be implemented because of the extreme nature of the handicapping condition and they refuse to provide services, the principal of the school of residence shall direct the staffing committee to review the assessment, placement and Individualized Education Plan and make a recommendation for services provided by the District or denial of admission.
6. The department of Exceptional Student Services shall provide assistance to parents of a student who has been denied admission in locating services with other public agencies.

According to Colorado Revised Statute 22-33-106(3)(a-f), the following constitute additional grounds for denial of admission to Aurora Public Schools:

1. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education;
2. Failure to meet age requirements;
3. Having been expelled from any school District during the preceding 12 months;

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4. Not being a resident of the District unless otherwise entitled to attend under Colorado Revised Statue 22, Articles 23 (migrant children), ~~or~~ 32 (exclusion of non-residents) OR 36 (PUBLIC SCHOOLS OF CHOICE)
5. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation; or
6. Behavior in another school District during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

According to C.R.S 22-33-106(4)(a), a student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

1. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
2. There was an identifiable victim of the expelled student's offense, and
3. The offense for which the student was expelled does not constitute a crime against property.

If the District has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.