



<b>Admissions/Withdrawals</b>	<b>JF</b>	<b>9/9/09</b>
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**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) serves the students who are eligible to attend the District’s schools.

In O.C.G.A. 20-2-690.1, Georgia law requires any person, whether or not a parent or legal guardian, who has, “control or charge of any child between their sixth and sixteenth birthdays,” to enroll and send the child to a public school, private school, or home study program.

**RULE:**

**I. ADMISSIONS:**

Schools shall use the District-approved “Student Registration Form” ([Form JF-5](#)) when registering students new to the school or for the subsequent school year. [Form JF-7](#) (Student Enrollment Checklist) provides a summary of documentation a student will need to be officially and finally enrolled in the District. More detailed explanation of enrollment requirements and procedures follows.

**A. ENROLLMENT ELIGIBILITY:**

The District shall admit into its schools students who reside with an adult, whether parent, guardian, or person having control or charge of a student within the District (See Section C below) and who meet all other qualifications of this Rule. These eligible students may include:

**1. Department of Human Resources:**

Any minor who is in the physical or legal custody of the Department of Human Resources (DHR) or Department of Justice or any of their divisions and is physically present within the geographical boundaries of the District. When a student is being placed by DHR into a new home or facility that would require a change in school or school system, the District shall consult with the student’s custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the District in accordance with the McKinney-Vento Act. Children awaiting foster care placement qualify as homeless under the McKinney-Vento Act.

- 2. Any minor who would qualify as a student for the District and resides in a state-licensed orphanage or institution for abandoned or neglected children.
- 3. Any minor attending a state-licensed drug or alcohol rehabilitation facility which is located within the geographical boundaries of the District.

**4. Department of Juvenile Justice:**

Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by the Department of Juvenile Justice, the student shall be enrolled in his/her home school, as opposed to an alternative educational setting, unless the Case Management Consultation Team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an individualized education program team shall take precedence.

**5. Homeless Students:**

Any minor who is a homeless individual. Refer to the Administrative [Rule JFABD \(Admissions/Withdrawals: Homeless Children and Youth\)](#).

6. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District (see [Rule JCAC \[Admissions/Withdrawals: Children of Employees\]](#)).
7. **Emancipated Minors:**  
Any minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.
8. Other students determined to be eligible for enrollment by Student Support and the Area Assistant Superintendent.

#### **B. ENTRANCE AGE:**

1. All Georgia resident students shall have attained the age of five (5) on or before September 1 in order to be eligible for admission into the kindergarten program (See Section C below).
2. All Georgia resident students shall have attained the age of six (6) on or before September 1 in order to be eligible for admission into the first year program (See Section C below).
3. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, are otherwise qualified and will attain the age of five for kindergarten or six for first grade by December 31. ([Form JF-1](#))
4. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be eligible for enrollment in second grade.
5. If a student enrolls in school for twenty (20) school days or more prior to their sixth birthday, he/she shall become subject to the provisions of the compulsory school attendance law and [Rule JE \(Student Conduct: Attendance\)](#) and cannot be withdrawn except as provided in Section II, Withdrawals, below.
6. All youth who have not attained the age of 20 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent.
7. Students who have not dropped out of school for one semester or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent.
8. All youth who are classified as special education students are eligible for enrollment in appropriate education programs from age three (3) through age 21 unless they have received a high school or special education diploma or the equivalent, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed.
9. Guidelines for students enrolling from Home Study programs are contained in the Administrative [Rule IHBG \(Home Study Programs\)](#).

#### **C. ENROLLMENT REQUIREMENTS AND PROCEDURES:**

All students enrolling for the first time in Cobb County School District shall receive full status as students when the following requirements are fulfilled:

1. **Health Certifications** (See Administrative [Rule JLC](#)):
  - a. Georgia Department of Human Resources Form 3231 "Certificate of Immunization" is on file.
  - b. Georgia Department of Human Resources Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students, students new to Georgia schools, and students coming from private schools is on file.
  - c. Questions concerning religious waivers for immunizations and screenings for dental, hearing and vision should be referred to Student Support. Religious waivers ([Form JLC-4](#)) are to be completed at the school and placed in the student's

permanent record.

2. **Proof of Birth Date:**

Unless exempted by law or State Board of Education rules, before admitting any individual to a state-funded Georgia school or program, the Principal or designee shall require evidence of the individual's date of birth. Evidence shall be accepted in the order set forth below:

a. Kindergarten, first year, and students new to Georgia must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year. Once a student has been enrolled in any publicly-funded Georgia school, provided one of the following evidences of date of birth has been provided and recorded in the Georgia Testing Identifier application, further proof of age is unnecessary.

b. **Acceptable Evidence:**

The school will accept evidence in the order set forth below that shows the student's date of birth:

- (1) A certified copy of a birth certificate, a certified hospital issued birth record or birth certificate;
- (2) A military ID;
- (3) A valid driver's license;
- (4) A passport;
- (5) An adoption record;
- (6) A religious record signed by an authorized religious official;
- (7) An official school transcript; or
- (8) If none of these items can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

c. **Record Retention:**

Upon presentation of one of the above evidences, a copy of the document shall be placed in the student's record and the original returned to the parent/guardian/person having control or charge of a student.

3. **Proof of Residency:**

In order for a student to be admitted in the District, the person enrolling the student shall provide proof of residency within the District.

a. Proof of residency shall be provided to the Principal or designee when the student seeks initial enrollment in the District.

b. In order to verify residency within the District, two or more of the following items shall be presented to the Principal or designee:

- (1) Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;
- (2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor;
- (3) Current utility (gas, telephone, power, water, and sewer) monthly statement which evidences the location of the legal residence;
- (4) Current Georgia driver's license or Georgia identification card which evidences the location of the legal residence;
- (5) Current bank, credit union, or other financial institution documentation (loan documents, credit card statement, monthly activity statement) which evidences the location of the legal residence;
- (6) Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident;
- (7) Employer documentation (application for employment, health insurance, previously issued W-2 or Form 1099) which evidences the location of the legal

- residence;
  - (8) For the current year, a Cobb County property tax statement with evidence thereupon of payment and which shows the name and address;
  - (9) Voter registration documentation from Cobb County;
  - (10) A current motor vehicle registration (tag receipt);
  - (11) Any other document(s) that will provide evidence of an intent to remain at the location of legal residence within the geographic boundaries of the District.
- c. In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the Principal or designee shall require the parent/guardian claiming residency to complete a statement of legal residence ([Form JF-2](#)) which includes an affidavit of parent/guardian. This Principal or designee may also require the certification of the residence owner. The statement should be notarized and signed by the parent/guardian and owner/lessor.
  - d. At the discretion of the Principal or designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal or designee shall submit a referral to the school social worker. The School Social Work Department will take whatever legal steps are necessary to verify the parent or guardian's residence within the District. Such steps may include, but are not limited to, investigation by the school social worker, completion of the certification of residence by owner/lessor ([Form JF-2](#)), and report of status of the investigation to the referring school for proper action.
  - e. Any student whose parent/guardian is not residing within the District at the time the student applies for admission shall nonetheless be considered a resident for purposes of admission if:
    - (1) He/she provides to the Principal or designee documents evidencing that he/she shall be a resident of the District within sixty (60) calendar days from the date the student applied for admission ([Form JF-3](#)).
    - (2) Any student enrolled in a high school pursuant to Item a. above shall not receive performance eligibility until the high school Principal or designee is provided proof (See Item b. above) that the student is living within the geographic boundaries of the District.
  - f. **Loss/Change of Residency:**
    - (1) The parent/guardian shall notify the school immediately if any change in residence occurs.
    - (2) Students who cease to be a resident of the District or move to another school attendance zone within the District may be eligible to submit an application for transfer to remain with their home school for a limited time. Refer to Administrative Rule [JFABC \(Admissions/Withdrawals: Transfer Students\)](#).
4. **Social Security Number:**
- a. No student shall be denied enrollment in the District for failing to provide his/her Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.
  - b. The parent/guardian will provide an official copy of the student's Social Security number. A parent/guardian who objects to the incorporation of the Social Security number into the school records of a child may waive the requirement by signing a notarized statement objecting to the requirement ([Form JF-4](#)). This statement shall be retained in the student's permanent folder.
- Additionally:
- (1) The communication of this information will be in a language appropriate for the parent, guardian, student or person enrolling the student.
  - (2) The school shall:
    - (a) If needed, provide forms for making application for a Social Security number or for waiving the request; and
    - (b) Ensure that student Social Security numbers are treated in the same

confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA) which includes withholding student Social Security numbers from the U.S. Citizenship and Immigration Services.

- (c) Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.

**5. Transfer Records:**

Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:

- a. A valid transcript of work completed is received directly from the previous school attended. A [Form JF-8](#) (Authorization to Release Records) is to be completed at the time of enrollment.
- b. Tests deemed necessary by school officials for proper grade placement have been completed.
- c. Clearance of the records of the previous school is completed.

**6. Discipline Records/Status:**

- a. Any student desiring to enter the District must be eligible to enter the school system which he last attended. [Form JF-9](#) (Disclosures Required for Conditional Admission) shall be completed at the time of enrollment.
- b. The District may request the discipline record of any student entering the District.
- c. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his/her scholastic and discipline record from the school previously attended. In lieu of providing a certified copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.
- d. Students who have been suspended from another school system or private school in this state may be eligible for acceptance into the District only after their records have been cleared with the proper school authorities.

**7. Data Entry:**

Student entry information must be entered directly into the computer no later than the day after a student enrolls in a Cobb County school.

**8. Custodial Documents:**

The District may request proof of custody in situations involving multiple adults claiming control of the same student.

**9. Case Management Consultation:**

- a. A Case Management Consultation (CMC) is a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Resources (DHR) or Department of Juvenile Justice (DJJ).
- b. The CMC process will be utilized each time a DHR or DJJ-placed child enrolls in a new school.

**10. End-of-Year Enrollment:**

Students may enroll at any time during the school year except the last five days of school. Students who seek to enroll during the last five days of school may be asked to schedule a later appointment to enroll for the following school year.

**D. PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:**

This person must be an adult of at least 18 years of age or an emancipated minor at least 16 years of age residing within the boundaries of the Cobb County School District. The enrolling person must stand *in loco parentis* (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care).

- 1. The student must live with the enrolling person full-time for one of the following reasons:

- a. The death, serious illness, or incarceration of the parent/guardian;
  - b. The abandonment by a parent/guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance;
  - c. Abuse or neglect by the parent/guardian;
  - d. The physical or mental condition of the parent/guardian is such that he/she cannot provide adequate care and supervision of the student;
  - e. The loss of inhabitability of the student's home as the result of a natural disaster;
  - f. The parent/guardian is unable to provide care and supervision of the student because he/she is serving in the military;
  - g. The student is living in a foster home, group home, or other institution or care facility that is located in the District;
  - h. The parents/guardians cannot be located; or
  - i. Other circumstances approved by the District's residency verification staff (School Social Workers).
2. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to attendance at a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.
  3. If the person presenting the student for enrollment is not that student's parent/guardian, the school will require the enrolling person to fully complete a Non Parental Affidavit ([Form JF-11](#)) which must be approved by the Principal prior to enrollment.
  4. Although not required for enrollment, guardianship can be obtained by contacting the Cobb County Probate Court located at 32 Waddell Street, Marietta, Georgia 30090, (770-528-1900). Information regarding this process is also available online at [www.gaprobate.org](http://www.gaprobate.org). The Court may require a fee for this process, but no fee will be required if an affidavit of indigence is filed with the Court (See O.C.G.A. § 15-9-61).
  5. The District may object to petitions of guardianship through the court system.

**E. TEMPORARY ADMISSION:**

Students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary Admission may be granted by the Principal per the following guidelines:

1. If granted, the Temporary Admission shall be for thirty (30) calendar days from the date granted;
2. Prior to granting the Temporary Admission, the adult enrolling the student shall provide the Principal or designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student's date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department the Bureau of Vital Statistics.
3. If acceptable documentation is not submitted to the school within the thirty (30) calendar day Temporary Admission period, the student shall be subject to withdrawal. The person who enrolled the student will be notified at least 10 calendar days prior to withdrawal of the student.
4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
5. Provisions regarding transferal of discipline actions or felony convictions for students in grade 7 and above will take precedence over any Temporary Enrollment.

**F. IMMIGRANT STUDENTS:**

The District is not responsible for making determinations regarding visa and immigration status. Schools shall enroll immigrants/non-visa-holders who meet age and residency requirements and shall not inquire about their legal status. See also Administrative [Rules JFABBA \(Immigration Forms\)](#) and [JFABB](#) (Admission of Exchange

and Foreign Students).

## **II. WITHDRAWALS:**

The following procedure shall be used for the withdrawing of students from the District:

### **A. ENROLLING ADULT:**

1. A student should generally be withdrawn by the person who enrolls them.
2. The parent/guardian who enrolled the student may provide the school with written permission for another person to withdraw a child.

### **B. WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:**

The District will withdraw without parental permission a student who is not receiving instructional services from the District through hospital/homebound instruction and:

1. Who has accumulated 10 or more consecutive days of unexcused absences. The Principal or designee will:
  - a. Use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student;
  - b. Pursue the interventions discussed in Administrative [Rule JE](#) [Student Conduct: Attendance]);
  - c. Withdraw the student effective the last day the student was in attendance;
  - d. Review the withdrawal with Special Student Services if the student is in special education;
  - e. Submit a referral to the School Social Worker;
  - f. Submit, if the student is under the age of 17, a referral to DFCS; and
  - g. Allow a student who has been withdrawn for attendance purposes to re-enroll if permitted by applicable authority and he/she seeks to do so.
2. Who the District learns has been enrolled in another school, school system, private school or home student program;
3. Who is not receiving instructional services from the District through hospital/homebound instruction; and
4. Who the District has validated no longer resides in the school's attendance zone (The Principal or designee will use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student); and
5. Who is not in attendance on the first day of school but was expected based on prior year enrollment (Such student shall be withdrawn as a "no-show" student and shall not be included in any enrollment or attendance counts).

### **C. DATA ENTRY:**

1. The Principal or designee shall record the reason for withdrawal in the local or State Student Information System.
2. The student's withdrawal date will be the last day of attendance or the day the District validates that the student no longer resides in the school's attendance zone.

### **D. PROHIBITIONS:**

Students shall not be withdrawn:

1. As a consequence for disciplinary infractions; or
2. As a result of excused absences.

### **E. EIGHTEEN YEAR-OLDS:**

An eighteen-year-old student may withdraw himself/herself from school. An attempt should be made to notify the parent/guardian if the student resides with them.

### **F. PROCEDURES:**

The District's elementary, middle, and high school withdrawal form must be completed before withdrawal.

1. The withdrawal form must be signed by designated school personnel to complete the withdrawal process.
2. Teachers, media specialists, and other appropriate persons necessary must sign the form and fill in information in regard to attendance, grades, conduct, and other necessary information. If a student is under suspension on the date of the withdrawal, the terms of the suspension will be noted on the withdrawal form. Students with ongoing disciplinary procedures will not be withdrawn by the school. This includes, but is not limited to, a scheduled (not waived) disciplinary hearing or a pending disciplinary investigation.
3. The original copy of the withdrawal form shall be given to the student, and one copy shall be filed in the counselor's office.

**G. DROP OUTS:**

An unemancipated minor between the ages of 16 and 18 years old who has not completed the requirements for graduation, may withdraw from enrollment in school, or "drop out", after the following criteria have been met:

1. The child's parent/guardian provides the Principal or designee with written notice ([Form JF-10](#): Parent/Guardian Permission for Voluntary Student Withdrawal From School) of his/her agreement with the child's withdrawal.
2. Upon receiving the parent/guardian's written permission to withdraw the child, the Principal or designee shall convene a conference with the child and his/her parent/guardian within two (2) schools days of the receipt of the written notice.
3. During the conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/guardian:
  - a. The educational options available, including the opportunity to pursue a general educational development (GED) diploma.
  - b. The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

Adopted: 8/10/05

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