

Related Entries: 4.06, 4.07, 4.16, 4.35, and Code of Conduct for Students Grades PK-5 and Code of Conduct for Students Grades 6-12

Enrollment of Students

All children who are of compulsory school attendance age are required to enroll in and attend school every day of the school year as provided in School Board Policy 4.16, Student Attendance for Grades PreK-12.

The following guidelines, rules and procedures shall be followed for the enrollment of new or returning students to the School District of Lee County.

- (1) Every student shall be enrolled under the name that appears on the birth certificate or other supporting evidence as provided by law unless and until a final court order is received verifying a legal name change.
- (2) Students who meet the following entrance requirements shall be enrolled in the appropriate placement:
 - (a) Pre-Kindergarten Students
 1. Students are eligible for pre-kindergarten enrollment when meeting the eligibility criteria outlined in Board Policy 4.35, Head Start Eligibility, Recruitment, Selection and Enrollment.
 2. Students with Disabilities – Children who are at least 3 years old, and not yet of kindergarten age, and who have been found eligible for services through the Individuals with Disabilities Act, shall be enrolled in a pre-kindergarten program for students with disabilities as determined by their Individualized Education Plan (IEP). The child’s Staffing and IEP committee may consider a student for enrollment at the beginning of a term when the child will turn three years of age if the following conditions are met:
 - a. The student has been receiving services through an Individual Family Support Plan.
 - b. Enrollment would begin at the beginning of the semester or following a natural break in services.
 - c. The Staffing/IEP committee determines that enrollment at that time would be beneficial to the student’s educational continuity.

- 45 3. Kindergarten – Children who will attain the age of five years on or
46 before September 1 of the school year shall be eligible for admission
47 to public kindergarten for that school year.
48
49 4. Age 6 – Children who will attain the age of six years on or before
50 September 1 of the school year, and have completed kindergarten in a
51 public or private school, shall be eligible for enrollment in first grade.
52 Completion of kindergarten may be verified by copy of a report card
53 from the school of attendance.
54

55 (3) In-State Transfers
56

- 57 (a) Students who meet enrollment criteria, who have previously attended a
58 public school in the state of Florida, and who have moved to Lee County, are
59 eligible to enroll in the School District of Lee County at one of the Student
60 Assignment Offices or at a barrier island school if their residence and grade
61 placement meet the criteria for enrollment at a barrier island school.
62
63 (b) Grade placement shall be determined by former school records.
64
65 (c) Students who are over the age of 18 may only enroll in School District of Lee
66 County secondary schools or programs if there has been no break in the
67 continuity of their education.
68
69 (d) Students who are over the age of 18 may enroll in School District of Lee
70 County adult, career, community, technical, vocational and other post-
71 secondary schools or programs, subject to availability and other eligibility
72 requirements that may apply.
73

74 (4) Out-of-State Transfers
75

- 76 (a) Students who meet enrollment criteria, who have previously attended public
77 school, and who have moved to Lee County, shall be eligible to enroll in the
78 School District of Lee County upon presentation and validation of required
79 enrollment documents.
80
81 (b) Grade placement from the student's former placement shall be honored.
82
83 (c) Students shall be provisionally assigned to a grade according to
84 chronological age. The principal shall review the initial placement. If the
85 student needs to be placed at a different level, the principal shall facilitate an
86 appropriate placement.
87
88 (d) Students who are over the age of 18 may only enroll in School District of Lee
89 County secondary schools or programs if there has been no break in the
90 continuity of their education.
91

- 92 (e) Students who are over the age of 18 may enroll in School District of Lee
93 County adult, career, community, technical, vocational, and other post-
94 secondary schools or programs, subject to availability and other eligibility
95 requirements that may apply.
96
- 97 (5) Registration Requirements:
98
- 99 (a) It is the parent/guardian's responsibility to provide registration requirements
100 for all students under the age of 18.
101
- 102 (b) Before the enrollment of any child, PreK–12, to a Lee County Public School,
103 the following documentation is required:
104
- 105 1. Official Birth Certificate or other approved substitutes
 - 106
 - 107 2. Proof of current address
 - 108
 - 109 3. Proof of a physical examination within the last 12 months
 - 110
 - 111 4. Florida Certificate of Immunization
 - 112
 - 113 5. Proof of custody if child not living with both natural parents
 - 114
 - 115 6. Name and address of last school attended
 - 116
 - 117 7. Copy of IEP or 504 plan, if applicable
 - 118
 - 119 8. Social Security Number (if available and at parent's discretion)
 - 120
- 121 (c) Any student who enrolls in the District shall be required to report any
122 previous expulsions, arrests resulting in a charge, and/or placements in any
123 alternative programs. The School District of Lee County may honor or waive
124 the placement recommended by the student's former district after review of
125 the action based on the Lee County School District's *Code of Conduct for*
126 *Students*.
127
- 128 (6) International Students – International students are those seeking enrollment in the
129 district after moving to the United States with their family from a foreign country.
130 This move may be temporary or permanent. They are not associated with a
131 Foreign Exchange program or a host family.
132
- 133 (a) All international students must follow the Student Assignment Office process
134 for enrollment and school assignment.
135
- 136 (b) To enroll an international student in the PreK-12 program, the
137 parent/guardian shall present:
138

- 139 1. Official Birth Certificate or other approved substitutes
140
141 2. Proof of current address
142
143 3. Proof of a physical examination within the last 12 months
144
145 4. Florida Certificate of Immunization
146
147 5. Proof of custody if child not living with both natural parents
148
149 6. Name and address of last school attended
150
151 7. Copy of IEP or 504 plan, if applicable
152
- 153 (c) Grade Placement for International Students
154
- 155 1. Students shall be provisionally assigned to a grade according to
156 chronological age. The principal shall review the initial placement. If
157 the student needs to be placed at a different level, the principal shall
158 facilitate an appropriate placement.
159
- 160 2. The highest level of grade placement for students without records or
161 transcripts translated into an English version of Carnegie units by a
162 National Association of Credential Evaluation Services agency shall
163 be grade 11.
164
- 165 3. The translation must list the courses taken, the grades received, and
166 the number of Carnegie units that should be awarded.
167
- 168 4. Credits taken in a foreign country as determined by the official
169 transcript will be transcribed as unweighted credits in determining the
170 student's initial grade point average.
171
- 172 (d) The School District of Lee County does not issue I-20s.
173
- 174 (e) Upon enrollment, all international students must be administered a Limited
175 English Proficiency survey questionnaire to determine eligibility services.
176
- 177 (f) International students shall have access to all programs and services that all
178 native-born students have available to them.
179
- 180 (g) All international students whose primary language has been identified as a
181 language other than English must be referred to the English for Speakers of
182 Other Languages Program (ESOL) for English Language Proficiency
183 Assessment and program placement as needed.
184

- 185 (h) Students who have received a high school diploma from their home country
186 shall be directed to the local post-secondary institutions.
187
- 188 (7) Grade Placement for Private and Home Education Program Students
189
- 190 (a) Upon presentation of an official report card or progress report from a private
191 school, the enrolling student's grade placement from the private school shall
192 be honored.
193
- 194 (b) Students enrolling from the Home Education Program shall be provisionally
195 assigned to a grade according to chronological age. The principal shall
196 review the initial placement. If the student needs to be placed at a different
197 level, the principal shall facilitate an appropriate placement.
198
- 199 (8) Part-Time Students
200
- 201 (a) Home Education
202
- 203 1. Students shall not be allowed to enroll as a part-time student or for
204 individual courses at a District school unless required by the student's
205 Individualized Education Program or Educational Plan, or unless the
206 course is a requirement for an interscholastic extracurricular activity.
207
- 208 2. Students may enroll in the Lee Virtual Instruction Program for the
209 purpose of taking one or more courses.
210
- 211 (b) Charter School
212
- 213 1. Students shall not be allowed to enroll as a part-time student or for
214 individual courses at a District school unless required by the student's
215 Individualized Education Program or Educational Plan, or unless the
216 course is a requirement for an interscholastic extracurricular activity.
217
- 218 2. Students may only enroll for extracurricular activities if that activity is
219 not offered at their school of enrollment.
220
- 221 3. Students may enroll in the Lee Virtual Instruction Program for the
222 purpose of taking one or more courses if the course(s) is/are part of
223 their daily master schedule.
224
- 225 (c) Private Schools
226
- 227 1. Students shall not be allowed to enroll as a part-time student or for
228 individual courses at a District school unless required by the student's
229 Individualized Education Program or Educational Plan.
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