Enrollment

Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record card.

The attendance registers will remain in the school building for a period of 3 years, after which time they will be sent to the district office to be destroyed.

Annually each school will report to the district actions taken to reduce any student’s absenteeism following the student’s fifth absence in one month, or tenth absence in one year. The district will report this information annually to the superintendent of public instruction:

A. The number of enrolled students and the number of unexcused absences;
B. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;
C. A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
D. The number of petitions filed by a school or a parent with the juvenile court;

The information in these reports will not disclose the names or other identification of the students or parents.

For purposes of enrollment count, a “full-time equivalent student” will be:

Grade K: 20 hours or more per week or four hours or more for 90 scheduled days or 10 hours or more per week or two hours or more for 180 scheduled days.
Grade 1-3: 20 hours or more per week or four hours or more for 180 scheduled days.
Grade 4-10: 25 hours or more per week or five hours or more for 180 scheduled days.
Grade 11-12: 25 hours or more per week or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182(4).

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

No student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty consecutive school days until attendance is resumed. School days are defined as regularly schedule instructional days for the general population of the school or district the student is enrolled in, regardless of the student’s individualize schedule.

Procedures for handling excused and unexcused absences are defined in 3122P, Excused and Unexcused Absences.
Establishing Residency

Unless a student is attending the Camas School District on an inter-district transfer, residency in the Camas School District must be established prior to enrolling a student. Residency is defined as where a student spends the night a minimum of 4 nights per week.

A. Enrollment Procedures: District registrars will create and maintain the Enrollment Procedures which will establish approved proof of residency documents. Families who provide the required proof of residency documents may need to enter into other agreements including, but not limited to, Proof of Residency Agreement, notarized affidavits, etc.

B. Residency Verification Affidavit Form: Prior to enrolling a student, a Residency Verification Affidavit Form must be completed. Failure to submit the Residency Verification Affidavit Form, evidence that false information was provided, or failure to comply with the Residency Verification Affidavit Form will be cause for investigation and potential withdrawal from the District.

C. Verification of Student Residence: The Camas School District reserves the right to further verify a student's residence as the District deems necessary. This may include completion of Proof of Residency Agreement, home visits, or other information deemed necessary.

D. Change of Residency: When a student moves during the school year, the parent/guardian will inform the district office within five (5) school days of changing residence.

1. If the move is outside of the current school attendance area, but within the Camas School District, updated proof of residency is required. If the parent/guardian wishes the student to remain at the current school, the parent/guardian must complete an intra-district boundary exception form within five school days of the move and submit it to the district office. The intra-district boundary exception will be subject to Policy and Procedure 3131.

2. If the move is outside the Camas School District and the parent/guardian wishes the student to remain at the current school, the parent/guardian must complete a Choice Transfer Application and obtain a release from the resident school district within five school days of the move. The Choice Transfer Application will be subject to Policy and Procedure 3141.

3. If a student moves during the summer, the parent/guardian will inform the district office and will provide updated proof of residency prior to school starting.