


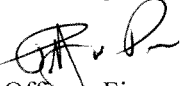
# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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**TO** LEA Superintendents  
Charter School Directors  
PowerSchool, Home Base, and Data Collection Coordinators  
Program Coordinators

**FROM** June St. Clair Atkinson   
Philip W. Price   
Chief Financial Officer, Financial and Business Services

## REGISTRATION/ENROLLMENT PRACTICES AND REQUIREMENTS

For next school year, I would like to remind you of some of policies regarding admission and enrollment of students in North Carolina public schools and the administrative requirements for enrolling them without denying or delaying enrollment.

All students under the age of 21, who are domiciled in school administrative units and have not been removed from the schools administrative unit, or who have not obtained a high school diploma, are entitled to attend the public schools to which they are assigned by local boards of education.<sup>1</sup> North Carolina students under the age of 21 who have not yet graduated may not be told they are too old or otherwise ineligible to enroll in school because they lack credits, English language skills, or for any other reason.

Students should be enrolled in school immediately and should not be denied access to school while schools validate documents required to register. Any validation of a student's age, residency, or other registration documentation may be conducted subsequent to admission and enrollment of the student. In short, lack of registration documentation shall not bar a student from enrolling; students should be registered and allowed to attend school while document validation is taking place.

Students should be enrolled in school without regard to when in the school year they attempt to enroll. Students seeking to enroll near the end of the school year or at any other time must be enrolled immediately.

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<sup>1</sup> Guidelines to enrollment can be found in the School Attendance and Student Accounting Manual: <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>, specifically Chapter 1 and Chapter 2, section II.

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

LEAs cannot require students to take an English proficiency examination as a condition of enrollment. If taking such an examination is necessary for determining placement in an English as a Second Language program, the student should always be enrolled first before requiring the examination. Some LEAs have been denying enrollment to students who do not produce a certified copy of their birth certificate. However, a certified copy of a birth certificate is not the only acceptable way to verify a student's age. Examples of documents that may be accepted as proof of a student's age include but are not limited to:

- Photocopy of a birth certificate
- Previously verified school records
- State-issued identification document
- Driver's license
- Passport
- Parent's affidavit
- Physician's certificate verifying a student's age
- Life insurance policy
- Immunization records
- Entry in family Bible
- Baptismal or church certificate

School districts, whether through registration, student information verification, or other data collection, may not require Social Security Numbers, may not ask questions regarding or evidence of immigration status, or for any other documentation that is not required in order to register or enroll in school.

If students are eligible for free or reduced lunch, failure to follow these procedures will result in incorrect certification numbers. Incorrect certifications will lead to reduced funding amounts for the LEA due to inaccurate counts of students and Free/Reduced Lunch participants.

Thank you for your work in ensuring that North Carolina public schools enroll students as quickly as possible and are welcoming and accepting of new students.

If you have any questions regarding this communication, please feel free to contact Sandra Johnson at [Sandra.johnson@dpi.nc.gov](mailto:Sandra.johnson@dpi.nc.gov) or (919) 807-3737.

JSA/PWP/AS/SJ/dkm