

# JFAA-E2 - Admission of Resident Students Procedure for Transfer and Home School Students

## **JFAA-E2 - Admission of Resident Students Procedure for Transfer and Home School Students**

### Admission Requirements:

1. Proof of Residency - required (Please reference acceptable proof of residency documents list)
2. Updated Immunization record - required (Please reference JLCB-R immunization requirement list)
3. Birth Certificate - required
4. Previous School Information/Records release. - required
  - a. If your child is entering pre-k, they still need to fill out and sign the release form and indicate N/A on the form

The district encourages electronic registration per the link below:

<https://mecloud1.infinitecampus.org/campus/OLRLogin/msad35>

Paper registration form below:

The following information and certification are required before a student will be admitted to the Maine School Administrative District 35 (MSAD #35).

Student's Full Legal Name:

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Date of Birth: \_\_\_\_\_

Student's Residence: (Street address, city, state and zip code)

\_\_\_\_\_

Home telephone number: \_\_\_\_\_

Student lives with (check all that apply):

- ☐ Father, daytime phone: \_\_\_\_\_  
☐ Mother, daytime phone: \_\_\_\_\_  
☐ Legal Guardian, daytime phone: \_\_\_\_\_

List Additional Siblings and Schools Attending:

If the student lives in the district with a legal guardian who is not a parent, a certified copy of the court order appointing the guardian must be attached.

If a custodial parent/guardian wishes the district to comply with the provisions of a court order related to the student, a certified copy of the court order must be attached.

If the student is an emancipated minor, a certified copy of the court order must be attached.

Other living arrangements: \_\_\_\_\_

**Parent/Guardian Certification of Residency Requirement**

I certify that I live with the student named above at the street address identified above. I understand that MSAD #35 will require proof of residency and that I have the burden of proof regarding residency. If this residency information changes, I agree to bring it to the immediate attention of MSAD #35. Proof of Residency documents accepted by MSAD #35 are as follows: ***utility bill, purchase and sale agreement, voter registration, current official lease or renter's agreement.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Students Education/Disciplinary Records from Previous School Requirement**

Name of school that student is transferring from:
Address and telephone number for above:
Name of Principal:
Student's current grade level:
Reason for transfer:

Is the student currently subject to expulsion or suspension from the school from which he/she is transferring OR has the student withdrawn from the school before an expulsion hearing or suspension? ☐Yes ☐No (Please check one box.)

If the answer is yes, please attach a written statement of the circumstances. If the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension, the student will not be allowed to enroll in MSAD #35 until the Superintendent has made a determination as to whether to admit the student and if so, under what conditions.

The applicant is hereby notified that MSAD #35, in accordance with 20-A M.R.S.A. Section 6001-B, shall request all of the student's education and disciplinary records from the school he/she is transferring from. MSAD #35 may also request an oral or written report from the previous school as to whether the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension.

If an applicant is allowed to enroll in MSAD #35 pending receipt of education and disciplinary records, such enrollment shall be considered conditional until the Superintendent has made a determination as to the student's disciplinary status in the previous school.

**Immunization Records Requirement**

Immunization records (signed statement from licensed physician, nurse practitioner or physician assistant specifying immunization received, dates, and dosages). Immunization requirements can be found in policy procedure JLCB-R.

Non-immunized students are not permitted to attend schools and school activities unless one of the following conditions is met (please check applicable box):

☐Parent/legal guardian provides written assurance that child will be immunized within 90 days of this application (***this option is only available once in the student's school years***); OR

☐Parent/legal guardian provides a written statement from a physician that immunization against one or more diseases may be medically inadvisable (***required each year***).

*The Superintendent/designee shall exclude from school and school activities any non-immunized student when there is a clear danger to the health of others as provided by law.*

**Additional Documents Required from previous School District**

☐Academic Transcript/Report Card

☐IEP/504 Plans

☐Attendance Records

**Additional Personnel Documents Provided by Family**

☐Any Legal Documents (Custody Agreements, Protective Order, etc.)

Cross Reference: JFAA – Admission of Resident Students

JLCB/JLCB-R – Immunization of Students and Procedure

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