



Fort Payne City Schools
Fort Payne City School Board of Education
Admission and Attendance

6.01 Admissions and Attendance

6.01.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

- a. *Kindergarten Age Requirement* – A student must be five years old on or before September 1, the date set by State guidelines, to be admitted for kindergarten for the current school year.
- b. *First Grade Age Requirement* – To be admitted to the first grade for the current school year, a student must be six years old on or before December 31st of that school year, which is the date set by the State guidelines. However, a student who has successfully completed a qualified out-of-state kindergarten, according to that State's entrance code, during the past year and is not six years old by the date set by the State guidelines can attend Grade 1 in the Fort Payne City Schools. In addition, a student who started Grade 1 in another state, according to that state's entrance code, and is not six years old by the date set by the State guidelines, is considered a transfer and admitted to school to continue in Grade 1. Appropriate documentation must be presented. A student transferring to Fort Payne City Schools from private schools within Alabama may enter first grade only if the state age requirement for entry has been met.

[Reference: ALA. CODE §16-28-3 (1975)]

6.01.2 Admission to Schools -

- a. *Resident Students* – School-age children who reside within the municipal limits of the City of Fort Payne, Alabama, may be admitted to Fort Payne City Schools. Resident Students – School-age children who reside within the municipal limits of the City of Fort Payne, Alabama, may be admitted to Fort Payne City Schools. For purposes of this policy, the residence of the student will be presumed to be the residence of the custodial parent or legal guardian. No such presumption attaches to temporary transfers of parental powers under Ala Code §26-2A-7. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the

claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

[Ala. Code §§16-28-3; 16-11-16]

b. *Non-resident Students* –

1. Children of Employees: The Board authorizes the enrollment of children of full-time District employees in Fort Payne City Schools.
2. Out-of-District Students: Pupils who do not reside within the corporate limits of the City of Fort Payne may apply for enrollment in the Fort Payne City School District. Out-of-district students may submit an application only between May 2 and June 15. Applications must be submitted at the school that the student wishes to attend. Applications must be hand-delivered, they will not be accepted by mail, email, or fax. Kindergarten students will be registered on Kindergarten Registration Day. All applicants will receive written notification of the approval or denial of the application after June 15. Applicants will be notified of their status no later than five days before the start of school. There is not a tuition charge.

Enrollment of students who are unable to meet the open enrollment application deadline due to extenuating circumstances such as moving to DeKalb County after the June 15th deadline may request that the timeline be waived by the Fort Payne City School District. The Board's intent is to allow waivers of the timeline for acceptance of out-of-district enrollment applications only when space is available. These requests will be determined on a case-by-case basis by the Superintendent or designee.

3. Application: All out-of-district applicants who are permitted to attend the Fort Payne City Schools shall complete a school registration form. The review process will not be delayed by failure to submit supporting documentation. Applications for out-of-district enrollment shall be considered on a “first-come, first-served” basis. In situations in which space is limited, priority will be given to a student who:
 - a. Has a sibling enrolled at the requested school; or
 - b. Was enrolled in the Fort Payne City School the previous year.

4. Admission: Admission to the Fort Payne City School System will be based on availability according to state guidelines for classroom size. The Superintendent or designee may deny an out-of-district enrollment request when such enrollment would have a negative impact on the efficient use of district resources. The Superintendent or designee may set numerical limits defining hardship for grade levels or programs to provide for appropriate and efficient use of facilities and staff. The student to teacher ratios shall not exceed the overload class/teacher limits outlined below:

K-3 18 students to a class

4-6 26 students to a class

7-12 29 students per class and/or course availability

Any changes in student enrollment projection numbers will be based on Alabama State Department guidelines regarding class sizes.

Factors which cause an out-of-district enrollment to be denied include:

- a. A school, grade or program(s) has a lack of available space, staff, or support services, taking in-district enrollment projections into consideration;
- b. The school requested does not offer appropriate programs, is not structured or equipped with the necessary facilities to meet the needs of the student, or does not offer a particular program requested;
- c. The student does not meet the eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of academic performance;
- d. The student has been suspended or expelled from school, or is in the process of being expelled;
- e. The student has withdrawn from a school to avoid possible suspension or expulsion;
- f. The student has a history of documented disciplinary infractions within the past three (3) years;
- g. The student has been adjudicated or convicted of a crime; or is affiliated with gang activity;

- h. The student has a record of excessive absences or truancy from school; or
- i. Information on the enrollment application was misrepresented or incomplete.
- j. Additionally, the Fort Payne City School District shall not consent to any transfers from another school district where the cumulative effect will reduce desegregation in the Fort Payne City School District.

5. Approval Process: The out-of-district approval process is as follows:

- a. The parent or guardian must submit a completed application and provide any and all supplemental information requested by the district by the required time line.
- b. The receiving school principal sends the form to the enrollment committee.
- c. The enrollment committee makes a recommendation to approve or not approve the enrollment application.
- d. The enrollment committee approves or denies the request.
- e. The parent or guardian is informed of the decision of the committee.

An approved application shall be valid for one year only. All non-residents must reapply each year. Parents/guardians are responsible for transporting students accepted under this policy. If bus space is available, out-of-district students may be transported from an appropriate, established bus stop within the corporate limits of Fort Payne City Schools. At no time shall the Fort Payne City School District furnish any services(s) including but not limited to transportation outside the corporate limits of the City of Fort Payne.

6. Revocation: The Fort Payne City School System reserves the right to revoke the enrollment status of an out-of-district student at any time because of unacceptable behavior, excessive truancy or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the

circumstances which resulted in the revocation decision.
There is no appeal process; the decision of the Superintendent
is final.