	<b>Student Enrollment and Attendance</b>	<b>Administrative Regulation #</b>	JE
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## **Administrative Regulation**

### **1. Purpose**

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The Board of Education is committed to ensuring that a quality education is provided for each student who is enrolled in the school system. The Board recognizes that there is a strong correlation among regular attendance, academic achievement, and the completion of school. The Board of Education further believes that regular attendance is vital to ensuring that students become productive members of society. Therefore, all students are expected to attend school regularly in accordance with state law and local regulations. Schools will accurately record and monitor student attendance and will provide interventions for students who are chronically absent or habitually truant.

### **2. Scope**

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These administrative regulations apply to all students who are enrolled in Carroll County Public Schools.

### **3. Responsibilities**

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The Director of Student Services serves as the Superintendent's Designee to provide oversight and direction for all enrollment and attendance requirements.


### **4. Procedure**

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Enrolling a Student in School

The school principal/designee is responsible for the enrollment of students in school.

- A. A student may only be registered by his or her parent or court-appointed legal guardian (a stepparent or other family member may not enroll a student for school without the permission of the Student Services Department).


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B. The following documentation, as outlined in the student services manual, is required in order to enroll in school:

1. Proof of age;  
Proof of residence (the residence of the student shall, in all cases, be considered the same as the residence of the parents or other court appointed legal guardian; and
2. A completed immunization record as required by COMAR regulations.


#### Age for Attendance in School

- A. For pre-kindergarten entrance, a student must be age four (4) on or before September 1 of the year in which he/she applies for entrance. Intervention programs for four (4) year olds have additional requirements for eligibility.
- B. For kindergarten entrance, a student must be age five (5) on or before September 1 of the year in which he/she applies for entrance. Kindergarten is mandatory. However, children registered in head start, licensed child care centers or registered daycare centers may be exempted from attending public school kindergarten.
- C. For early entrance to kindergarten, a student must be age five (5) on or before October 1 of the year in which he/she applies for entrance. An application for early entrance to kindergarten, which outlines the eligibility criteria, is available at each elementary school and must be completed and submitted by May 1. For families who move to Carroll County after May 1, parents may request that their child be assessed for early entrance provided that the child is age five (5) on or before October 1 of the year in which he/she applies.
- D. A child may be exempted from mandatory school attendance for one year if the child's parent or guardian believes that a delay in school attendance is in the best interest of the child. In such a case, the parent must file a written request with the Superintendent before the opening of school in the year in which the child becomes 5 years old asking that the child's attendance be delayed due to the child's level of maturity. Further, a

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parent or guardian may file a written request seeking to withdraw the child from kindergarten and delay attendance until the following school year if the parent or guardian believes it is in the best interest of the child.

- E. For early admission to first grade, a student must be five (5) years of age on or before September 1 of the year in which he/she applies for entrance. An application for early admission to first grade, which outlines eligibility criteria, is available at each elementary school. The application must be completed and submitted prior to the first day of school, within 5 days of enrollment, and no later than the end of first quarter.
- F. A student who does not meet the age requirement for first grade shall be placed in the first grade upon proof of completion of an approved kindergarten program and proof of promotion to the first grade.
- G. A student who has not graduated and is not receiving special education services may attend school beyond age 16-18 if he or she is not yet (and will not become) 21 years old on the first day of the school year. The student may become age 21 on some subsequent date in the same school year.
- H. A student with an individualized education plan (IEP) who attends a Carroll County school and turns 21 years of age prior to the first day of the school year will exit Carroll County Public Schools during the June graduation prior, or the date of the student's 21<sup>st</sup> birthday based upon the IEP team decision.
- I. A student with an individualized education plan (IEP) who attends a Carroll County School and turns 21 years of age on or after the first day of the school year will be eligible to remain in the school placement until the end of that school year. The IEP team may make a different decision based upon student needs, progress on the IEP, transition services, and availability of services.

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## Compulsory Attendance

The Annotated Code of Maryland 7-301 states that each child who resides in this state and is five years old or older and under eighteen years of age shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in studies usually taught in the public schools to children of the same age.

1. **Duty of Parent or Guardian**  
Each person who has legal custody or care and control of a child who is 5 years old or older and under 18 shall see that the child attends school or receives regular thorough instruction as required by the law. Exceptions may be granted in accordance with the Annotated Code of Maryland.
  
2. **Penalties of the Compulsory Attendance Law**  
Any person who induces or attempts to induce a child to absent himself/herself unlawfully from school or employs or harbors any child who is absent unlawfully from school while school is in session is guilty of a misdemeanor and on conviction is subject to a fine not to exceed \$500 or imprisonment not to exceed 30 days, or both.

Any person who has legal custody or care and control of a child who is 5 years of age or older and under 18 who fails to see that the child attends school or receives instruction under this section is guilty of a misdemeanor and:

- A. For a first conviction is subject to a fine not to exceed \$50 per day of unlawful absence or imprisonment not to exceed 10 days, or both; and
  
- B. For a second or subsequent conviction is subject to a fine not to exceed \$100 per day of unlawful absence or imprisonment not to exceed 30 days, or both.

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### 3. Exceptions to the Law

- A. A student may withdraw from school prior to age 18 if one of these exceptions applies:
- Obtains a Diploma, a GED, or completes a Certificate of Attendance
  - Home schooling
  - Home and Hospital Teaching
  - Married
  - Committed to an institution without an educational program
  - provides financial support to the family as documented by the department of social Services
  - Has been expelled
  - Is pregnant or a parent and is enrolled in an Alternative Education Program
  - Attends an Alternative Educational Program
  - Attends a public school part-time and attends a private career school
  - Waived by the State Superintendent
- B. A child must return to a public school regularly during the school year if the child is no longer participating in a GED program and has not obtained a passing score on the GED test.
- C. A student may withdraw at age 16 to attend the Freestate Challenge Academy or Job Corps Program.

#### Attendance Procedures

School staff shall record and verify absences using the procedures outlined in the Maryland Student Records System Manual and the Student Services Manual.

Attendance source documents will be retained in accordance with guidelines outlined in the Maryland Student Records System Manual and the Student Services Manual.

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School staff shall implement appropriate consequences and interventions for unlawful absences as outlined in the Student Services Manual. Students cannot be suspended or expelled solely for attendance-related offenses.

A student may make up work missed due to an absence as stated in Board Policy/Regulation IKAB: Grading, Homework, and Communicating Student Achievement.

Each school shall establish procedures to encourage and reward regular school attendance.

Students, parents/guardians, school staff, and community members shall be given information regarding student attendance policy and procedures on an annual basis.

Supports and interventions shall be provided to students who are chronically absent and/or habitually truant. The Student Services Department shall establish a referral process for case management of chronic attendance cases.

A decision regarding student attendance may be grieved or appealed per the school system's grievance and appeal procedures.

## **5. Effective Date**

**October 11, 2017**