RATIONALE/OBJECTIVE:

The Cobb County School District (District) serves the students who are eligible to attend the District’s schools. The District will adhere to all requirements regarding student enrollment, including those in Georgia law and State Board Rules such as 160-5-1-.28 and 160-5-1-.07.

RULE:

I. ADMISSIONS:

The “Student Enrollment Form” (Form JBC-5) shall be used when enrolling students new to the District and the "Student Re-Enrollment Form" (Form JBC-5b) shall be used when student who have previously withdrawn from the District seek to re-enroll.

Additional information regarding the enrollment of homeless students may be found in Administrative Rule JBC(1)-R (Homeless Students).

A. ENROLLMENT ELIGIBILITY:

The District shall admit into its schools students who reside with an adult, whether parent, guardian, or person having control or charge of a student within the District (See Section C below) and who meet all other qualifications of this Rule. These eligible students may include:

1. **Department of Human Resources:**
   - Any minor who is in the physical or legal custody of the Department of Human Services (DHS) or Department of Juvenile Justice or any of their divisions and is physically present within the geographical boundaries of the District. When a student is being placed by DHS into a new home or facility that would require a change in school or school system, the District shall consult with the student’s custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the District.

2. Any minor who would qualify as a student for the District and resides in a state-licensed orphanage or institution for abandoned or neglected children.

3. Any minor attending a state-licensed drug or alcohol rehabilitation facility which is located within the geographical boundaries of the District.

4. **Department of Juvenile Justice:**
   - Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by the Department of Juvenile Justice, the student shall be enrolled in his/her home school, as opposed to an alternative educational setting, unless the Case Management Consultation Team concludes that the best placement for the child would be the alternative setting (see Section I (C)(9), below). Any placement made pursuant to an individualized education program team shall take precedence.

5. **Homeless Students:**
   - Any minor who is a homeless individual, including homeless unaccompanied youth. Refer to the Administrative Rule JBC(1)-R (Homeless Students).

6. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District (see Administrative Rule JBCD-R [Transfers]).

7. **Emancipated Minors:**
   - Any minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.
8. **Military Dependents:**
   a. Special power of attorney relative to the guardianship of a child of an active-duty military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. (This will affect students whose parents are deployed and the military child care plan places the child with someone other than the natural parent.)
   b. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent. (The person in charge of the child is responsible for transportation to and from school if the school is out of district or the attendance zone.)

9. **Grandparents with power of attorney:**
   A grandparent with a properly executed power of attorney for the care of a minor child, may enroll their grandchild, without court approval, in the school zone where they reside with the child.

10. Other students determined to be eligible for enrollment by Student Support and the Area Assistant Superintendent.

**B. ENTRANCE AGE:**
1. All Georgia resident students shall have attained the age of five (5) on or before September 1 in order to be eligible for admission into the kindergarten program (See Section C below).
2. All Georgia resident students shall have attained the age of six (6) on or before September 1 in order to be eligible for admission into the first year program (see Section C below).
3. Upon completion and verification of Form JBC-1 (K-1 Out-of-State/Out-of-Country Verification) students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, or the equivalent thereof, will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise eligible for enrollment under State Board Rule and this Administrative Rule will be eligible for admission.
   
   NOTE: All children enrolled for 20 school days or more prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and Administrative Rule JB-R (Student Attendance) and cannot be withdrawn except as provided in Section II, Withdrawals, below. (O.C.G.A. § 20-2-150)
4. Transferring students who are children in the household of a full-time duty status member of the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders shall be allowed to enroll at the same grade level from an accredited school regardless of age.
5. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be eligible for enrollment in second grade.
6. All youth who have not attained the age of 21 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students that have dropped out of school for one quarter or more are eligible to re-enroll unless they attain the age of 20 by September 1.
7. All youth who are classified as a student with disabilities are eligible for enrollment in appropriate education programs from age three (3) until age 22 unless they have received a regular high school diploma, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed.
8. Guidelines for students enrolling from Home Study programs are contained in the Administrative Rule JBC(2)-R (Home Study).

**C. ENROLLMENT REQUIREMENTS AND PROCEDURES:**
All students enrolling for the first time in Cobb County School District shall receive full status as students when the following requirements are fulfilled:
1. **Health Certifications** (See Administrative Rule JGC-R [School Health Services]):
   a. Georgia Department of Public Health Form 3231 "Certificate of Immunization" is on file. The Principal or designee will grant the enrolling person a 30 calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for 30 calendar days from the date the waiver is granted for a justified reason. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits a certificate of immunization. It is the responsibility to the parent to have the required form in to the school within the 30 day period (Form JBC-3).
   b. Georgia Department of Public Health Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students, students new to Georgia schools, and students coming from private schools is on file. The Principal or designee will grant the enrolling person a 30 calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for 30 calendar days from the date the waiver is granted for a justified reason. This waiver may be extended to a total of ninety days pursuant to Georgia Department of Public Health Rule 511-5-6-.02. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits form 3300. It is the responsibility to the parent to have the required form in to the school within the waiver period (Form JBC-3).
   c. Questions concerning religious waivers for immunizations and screenings for dental, hearing and vision should be referred to Student Support. Religious waivers (Form JGC-4 and/or Form JGC-4b) are to be completed at the school and placed in the student’s permanent record.

2. **Proof of Birth Date:**
   Unless exempted by law or State Board of Education rules, before admitting any individual to a state-funded Georgia school or program, the Principal or designee shall require evidence of the individual’s date of birth. Evidence shall be accepted in the order set forth below:
   a. Kindergarten, first year, and students new to Georgia must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year. Once a student has been enrolled in any publicly-funded Georgia school, provided one of the following evidences of date of birth has been provided and recorded in the Georgia Testing Identifier application, further proof of age is unnecessary.
   b. **Acceptable Evidence:**
      The school will accept evidence in the order set forth below that shows the student’s date of birth:
      (1) A copy of a birth certificate, a certified hospital issued birth record or birth certificate;
          NOTE: For legal identification and diploma/graduation/scholarship requirements, a copy of a birth certification is preferred.
      (2) A military ID;
      (3) A valid driver’s license;
      (4) A passport;
      (5) An adoption record;
      (6) A religious record signed by an authorized religious official;
      (7) An official school transcript; or
      (8) If none of these items can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
   c. **Record Retention:** Upon presentation of one of the above evidences, a copy of the document shall be placed in the student’s record and the original returned to the parent/guardian/person having control or charge of a student.

3. **Proof of Residency:**
   Residency as defined by the Georgia Board of Education rule 160-5-1-.28 shall mean the place where the student lives with a parent, guardian, or other person, (see Form JBC-11) unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system boundaries and proof of residence in the attendance zone in which the school is located shall be required when a student enrolls in
a school and whenever a change of residence occurs, unless the student is homeless. (see Board Policy JBC[1])

In order for a student to be admitted in the District, the person enrolling the student shall provide proof of residency within the District.

a. Proof of residency shall be provided to the Principal or designee when the student seeks initial enrollment in the District.

b. In order to verify residency within the District, two or more of the following items shall be presented to the Principal or designee:
   (1) Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;
   (2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor;
   (3) Current utility (gas, power, or water) monthly statement which evidences the location of the legal residence;
   (4) Any other document(s) that will provide evidence of an intent to remain at the location of legal residence within the geographic boundaries of the District.

c. In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the Principal or designee shall require the parent/guardian claiming residency to complete a statement of legal residence (Form JBC-2) which includes an affidavit of parent/guardian. This Principal or designee may also require the certification of the residence owner/lessor/legal occupant. The statement should be notarized and signed by the parent/guardian and owner/lessor/legal occupant.

d. At the discretion of the Principal or designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal or designee shall submit a referral to the school social worker. The School Social Work Department will take whatever legal steps are necessary to verify the parent or guardian's residence within the District. Such steps may include, but are not limited to, investigation by the school social worker, completion of the certification of residence by owner/lessor/legal occupant (Form JBC-2), and report of status of the investigation to the referring school for proper action. Students whose residency cannot be verified may be withdrawn from the school until such time as the parent can provide the required documentation.

e. Any student whose parent/guardian is not residing within the District at the time the student applies for admission shall nonetheless be considered a resident for purposes of admission if:
   (1) He/she provides to the Principal or designee documents evidencing that he/she shall be a resident of the District within thirty (30) calendar days from the date the student applied for admission (Form JBC-3).
   (2) Any student enrolled in a high school pursuant to Item a. above shall not receive performance eligibility until the high school Principal or designee is provided proof (See Item b. above) that the student is living within the geographic boundaries of the District.

f. Loss/Change of Residency:
   (1) The parent/guardian shall notify the school immediately if any change in residence occurs.
   (2) Students who cease to be a resident of the District or move to another school attendance zone within the District may be eligible to submit an application for transfer to remain with their home school for a limited time. Refer to Administrative Rule JBCD-R (Transfers).

4. Social Security Number:
   a. No student shall be denied enrollment in the District for failing to provide his/her Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.
   b. The parent/guardian will provide an official copy of the student’s Social Security number. A parent/guardian who objects to the incorporation of the Social Security number into the school records of a child may waive the requirement by signing a
notarized statement objecting to the requirement (Form JBC-4). This statement shall be retained in the student's permanent folder. Additionally:
(1) The communication of this information will be in a language appropriate for the parent, guardian, student or person enrolling the student.
(2) The school shall:
   (a) If needed, provide forms for making application for a Social Security number or for waiving the request; and
   (b) Ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA) which includes withholding student Social Security numbers from the U.S. Citizenship and Immigration Services.
   (c) Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.

5. **Transfer Records:**
   a. **Students transferring from another school system:**
      Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:
      (1) A valid transcript of work completed is received directly from the previous school attended. A Form JBC-8 (Authorization to Release Records) is to be completed at the time of enrollment.
      (2) Tests deemed necessary by school officials for proper grade placement have been completed.
      (3) Clearance of the records of the previous school is completed.
   b. **Students transferring from another Cobb County School District school:**
      Students transferring from one CCSD school to another within the District must obtain an official withdrawal form from the previous school. However, other records (i.e. health certifications, proof of birth, etc) are not required as this data is accessible in the District’s database. Students who do not return books/materials issued from the previous school will be charged for those items until returned in good condition.

6. **Discipline Records/Status:**
   a. Any student desiring to enter the District must be eligible to enter the school system which he last attended. Form JBC-9 (Disclosures Required for Conditional Admission) shall be completed at the time of enrollment.
   b. The District may request the discipline record of any student entering the District.
   c. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his/her scholastic and discipline record from the school previously attended. In lieu of providing a certified copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.
   d. Students who have been assigned to an alternative school by a public school system or suspended/expelled from another public school in this or any other state, a private school from this state or an alternative school within any public school system may be eligible for acceptance into the District only after their records have been cleared through the office of Student Support. Documentation of the assignment to alternative school or suspension/expulsion from the previous school must be provided to Student Support.

7. **Data Entry:**
   Student entry information should be entered directly into the computer no later than the day after a student enrolls in a Cobb County school.

8. **Custodial Documents:**
   The District may request proof of custody in situations involving multiple adults claiming control of the same student.

9. **Case Management Consultation:**
   a. A Case Management Consultation (CMC) is a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems
exist and whether any services are necessary for a child placed by the Department of Human Services (DHS) or Department of Juvenile Justice (DJJ).

b. The CMC process will be utilized each time a DHS or DJJ-placed child enrolls in a new school.

10. **End-of-Year Enrollment:**

   Students may enroll at any time during the school year except the last five days of school. Students who seek to enroll during the last five days of school may be asked to schedule a later appointment to enroll for the following school year.

D. **PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:**

   This person must be an adult of at least 18 years of age or an emancipated minor at least 16 years of age residing within the boundaries of the Cobb County School District. The enrolling person must stand in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care).

1. The student must live with the enrolling person full-time for one of the following reasons:
   a. The death, serious illness, or incarceration of the parent/guardian;
   b. The abandonment by a parent/guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance;
   c. Abuse or neglect by the parent/guardian;
   d. The physical or mental condition of the parent/guardian is such that he/she cannot provide adequate care and supervision of the student;
   e. The loss of inhabitability of the student’s home as the result of a natural disaster;
   f. The parent/guardian is unable to provide care and supervision of the student because he/she is serving in the military;
   g. The student is living in a foster home, group home, or other institution or care facility that is located in the District; or
   h. The parents/guardians cannot be located.

2. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to the desire to attend a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.

3. If the person presenting the student for enrollment is not that student’s parent/guardian, the school will require the enrolling person to fully complete a Non Parental Affidavit (Form JBC-11) which must be approved by the Principal prior to enrollment.

4. Although not required for enrollment, guardianship can be obtained by contacting the Cobb County Probate Court located at 32 Waddell Street, Marietta, Georgia 30090, (770-528-1900). Information regarding this process is also available online at http://www.gaprobate.org. The Court may require a fee for this process, but no fee will be required if an affidavit of indigence is filed with the Court (see O.C.G.A. § 15-9-61).

E. **TEMPORARY ADMISSION:**

   Students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary Admission may be granted by the Principal per the following guidelines:

1. If granted, the Temporary Admission shall be for thirty (30) calendar days from the date granted;

2. Prior to granting the Temporary Admission, the adult enrolling the student shall provide the Principal or designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student’s date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department the Bureau of Vital Statistics.

3. If acceptable documentation is not submitted to the school within the thirty (30) calendar day Temporary Admission period, the student shall be subject to withdrawal. The person who enrolled the student will be notified at least 10 calendar days prior to withdrawal of the student.

4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of the attendance period of the school term for which the student is enrolling.

5. Provisions regarding transferal of discipline actions or felony convictions for students in grade 7 and above will take precedence over any Temporary Enrollment.
F. IMMIGRANT STUDENTS:  
The District is not responsible for making determinations regarding visa and immigration status. Schools shall enroll immigrants/non-visa-holders who meet age and residency requirements and shall not inquire about their legal status. See also Administrative Rules LDD-R (Federal Government) and JQK-R (Exchange Students).

G. HOMELESS STUDENTS:  
The District follows the admission and withdrawal requirements for homeless students under the McKinney-Vento Homeless Assistance Act. Refer to Administrative Rule JBC(1)-R (Homeless Students).

II. WITHDRAWALS:  

The following procedure shall be used for the withdrawing of students from the District:

A. ENROLLING ADULT:  

1. A student should generally be withdrawn by the person who enrolls them.  
2. The parent/guardian/person who enrolled the student may provide the school with written permission for another person to withdraw a child.

B. WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:  
The District will withdraw, without parental permission, a student who is not receiving instructional services from the District through hospital/homebound instruction and:

1. Who has accumulated 10 or more consecutive days of unexcused absences. The Principal or designee will:
   a. Use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student;  
   b. Pursue the interventions discussed in Administrative Rule JB-R (Student Attendance);  
   c. Withdraw the student effective the last day the student was in attendance;  
   d. Review the withdrawal with Special Student Services if the student is in special education;  
   e. Submit a referral to the School Social Worker; and  
   f. Allow a student who has been withdrawn for attendance purposes to re-enroll if permitted by applicable authority and he/she seeks to do so.

2. Who the District learns has been enrolled in another school, school system, private school or home study program. The school will follow the acceptable forms of documentation permitted by State Board Rule 160-5-1-.28 when using withdrawal codes that are associated with students who have been transferred;

3. Who the District has validated no longer resides in the school’s attendance zone (The Principal or designee will use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student); or

4. Who is not in attendance on the first day of school but was expected based on prior year enrollment (Such student shall be withdrawn as a “no-show” student and shall not be included in any enrollment or attendance counts).

C. DATA ENTRY:  

1. The Principal or designee shall record the reason for withdrawal in the local or State Student Information System.

2. Schools will adhere to all data entry requirements, as well as documentation of the reasons to support student withdrawal, contained in State Board Rules 160-5-1-.28 and 160-5-1-.07 and associated guidelines and resources.

3. The student’s withdrawal date will be the last day of attendance or the day the District validates that the student no longer resides in the school’s attendance zone.

D. PROHIBITIONS:  

Students shall not be withdrawn:
1. As a consequence for academic performance or disciplinary infractions (unless student is subject to the provisions of O.C.G.A. § 20-2-751.2); or
2. As a result of excused absences.

**E. EIGHTEEN YEAR-OLDS:**
An eighteen-year-old student may withdraw himself/herself from school. An attempt should be made to notify the parent/guardian if the student resides with them.

**F. PROCEDURES:**
A “Student Withdrawal Form” (Form JBC-12) and a “Student Enrollment/Withdrawal Verification Form” (Form JBC-12b) must be completed at the time of withdrawal.
1. The withdrawal form must be signed by designated school personnel to complete the withdrawal process.
2. Teachers, media specialists, and other appropriate persons necessary must sign the form and fill in information in regard to attendance, grades, conduct, and other necessary information. If a student is under suspension on the date of the withdrawal, the terms of the suspension will be noted on the withdrawal form. Students with ongoing disciplinary procedures will not be withdrawn by the school. This includes, but is not limited to, a scheduled (not waived) disciplinary hearing or a pending disciplinary investigation.
3. The original copy of the withdrawal form shall be given to the student, and one copy shall be filed in the counselor's office.

**G. DROP OUTS:**
An un-emancipated minor between the ages of 16 and 18 years old who has not completed the requirements for graduation, may withdraw from enrollment in school, or “drop out”, after the following criteria have been met:
1. The child’s parent/guardian provides the Principal or designee with written notice (Form JBC-10 [Parent/Guardian Permission for Voluntary Student Withdrawal From School]) of his/her agreement with the child’s withdrawal.
2. Upon receiving the parent/guardian’s written permission to withdraw the child, the Principal or designee shall convene a conference with the child and his/her parent/guardian within two (2) schools days of the receipt of the written notice.
3. During the conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/guardian:
   a. The educational options available, including the opportunity to pursue a general educational development (GED) diploma.
   b. The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.
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