

Entrance Age

PRINCIPAL'S RESPONSIBILITY

Principals are responsible for administering the following entrance requirements:

- *Proof of Age* - Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a birth certificate or other reliable proof of the student's identity and age. If a birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.
- *Social Security number* - Upon enrollment in elementary school, a child may present for school records a social security number.
- *Proof of Immunization* - Upon enrollment, each pupil entering kindergarten or first grade for the first time shall present evidence of immunization by means of a doctor's certificate or a certificate from the Public Health Service.
- *Preventative Health Care and Vision Examinations* - Each pupil entering for the first time or entering grade six (6) shall submit to the school a completed Preventative Health Care Examination Form. Also upon enrollment, each three (3), four (4), five (5), or six (6) year old student entering the first year of public school, public pre-school or Head Start must undergo a vision examination as required by applicable statute and regulation and provide the school with the required form by January 1 of the first year of enrollment.

PRINCIPALS TO REPORT

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations.

FAILURE TO PROVIDE

Except for vision examination forms, which are due by January 1 of the first year of enrollment, failure to provide the remaining required documentation within sixty (60) calendar days after enrollment may constitute reason for appropriate action.

Review/Revised:8/12/02