

**Board Policy
Student Admission**

Descriptor Code: JBC

The Atlanta Public Schools shall serve all eligible students residing in the City of Atlanta.

To obtain enrollment in Atlanta Public Schools, students must reside in the Atlanta city limits with their parent(s) or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the City of Atlanta for the entire period of enrollment in the school district. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the city and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident for these purposes.

The children of Atlanta Board of Education employees who do not reside in the City of Atlanta may be admitted to Atlanta public schools.

Non-resident students may be admitted to Atlanta public schools upon the payment of tuition. See policy JBCBA, Tuition.

In accordance with administrative regulations set forth by the Superintendent, eligible unemancipated minor students shall be enrolled in schools by their parent(s) or legal guardian(s). In order to be considered a legal guardian, a certified copy of the court order granting guardianship must be presented to the school. Persons in control or charge of students who do not have legal guardianship may conditionally enroll the students with the submission of the Non-parental Enrollment Affidavit. A parent or legal guardian shall appear to complete the enrollment process within thirty (30) calendar days or the student shall be subject to withdrawal. The school may request proof of custody in situations in which multiple persons claim control of the same student. It is the responsibility of parent(s)/legal guardian(s) to inform schools of legal changes to the custody and guardianship of students.

Adult students and emancipated minors may enroll themselves. Emancipated minors must present a certified copy of the legal documents granting emancipation.

Required documentation for enrollment shall include government-issued identification of the parent/guardian; proof of age of the student; valid Georgia immunization records; the certificate of eye, ear and dental examination; official transcripts from schools previously attended; the student's Social Security card or a signed waiver of this requirement [see policy JBC(3), Social Security Numbers]; and proof of residency. All student records shall remain private in accordance with the provisions of the Federal Educational Rights and Privacy Act (FERPA) of 1974.

Students without complete documentation shall be conditionally enrolled for thirty (30) calendar days. If acceptable documentation is not submitted to the school within the thirty (30) calendar day conditional admission period, the students shall be subject to withdrawal.