Enrollment

Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record card.

Annually each school will report to the district actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The district will report this information annually to the superintendent of public instruction:

A. The number of enrolled students and the number of unexcused absences;

B. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;

C. A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and

D. The number of petitions filed by a school or a parent with the juvenile court; and

The information in these reports will not disclose the names or other identification of the students or parents.

For enrollment reporting for state funding purposes, a student is reported as a full-time equivalent (FTE) based on their enrolled weekly minutes. 1,665 weekly minutes or 27 weekly hours and 45 minutes equal 1.0 FTE for all grades.

Passing time between classes and recess time may be included in a student's weekly minutes. However, time for meals is excluded.

Students attending school less than 1,665 weekly minutes are reported as a partial FTE. To calculate the student's FTE, divide the student's enrolled weekly minutes by 1,665.

Alternative Learning Experiences: FTE will be determined by the estimated weekly minutes of learning in the written student learning plan pursuant to WAC 392-121-182.

No student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty consecutive school days until attendance is resumed

(exceptions: Home-Hospital and extended pre-approved absence agreement on file). No part-time student that has not attended school at least once within a period of twenty consecutive school days may be counted as an enrolled student until attendance is resumed. School days are defined as regularly scheduled instructional days for the general population of the school or district the student is enrolled in, regardless of the student's individualized schedule.

Procedures for handling excused and unexcused absences are defined in Policy 3122P- Excused and Unexcused Absences.

Proof of Residency
When enrolling a student into Lynden School District, proof of residency is required to be submitted with the enrollment documents.

Students who live outside of the Lynden School District boundaries and want to request to attend a Lynden school must submit a non-resident "Choice In" transfer request in order to enroll their student. Requests will be reviewed by the school's principal and approval or denial will be communicated before the start of the school year. Choice In transfers must be completed each year if students do not reside in the Lynden School District boundaries. Acceptance each year will be based on several factors including, but not limited to, the reason for the request, space available, and prior year attendance.

In the event that proof of residency cannot be provided due to a child residing with a non-parental guardian who lives within the Lynden School District boundaries, Form 2020F must be completed and submitted with the enrollment documents. This form must be signed by both the legal guardian and the person with whom the student will be residing that lives within Lynden School District boundaries.

Students will not be enrolled if there is no proof of residency submitted in one of the ways noted above.