



High School District 214
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Dr. Scott Rowe
Superintendent

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS - Policy 7:50

Admissions

All students must register for school each year on the dates and at the place designated by the Superintendent. Parent(s)/ guardian(s) of students enrolling in the District for the first time must present:

A certified copy of the student's birth certificate. If a birth certificate is not presented, other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate must be submitted. Other reliable proof of the child's identity and age shall include a passport, visa or other government document of the child's identity. The Superintendent or designee shall notify in writing the person enrolling the student that within 30 days they must provide a certified copy of the student's birth certificate or other reliable proof with a signed, notarized affidavit. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless they comply within 10 days, the case will be referred to the local law enforcement authority for investigation. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

1. Proof of residence, as required by Board policy 7:60, Residence.
2. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

ADOPTED: January 2023

The Illinois School Code (105 ILCS 5/2-3.13a) requires Illinois public schools to verify whether a student moving out of the district is "in good standing", or is currently being disciplined by a suspension or expulsion, and whether or not their medical records are up to date and complete. The parent/guardian of a student who is transferring from an Illinois public school, private school (whether located in this or any other state), shall present a completed Student Transfer Form (ISBE 33-78) from the Illinois public school from which the student is transferring. No school district is required to admit a new student who is transferring from another Illinois school district unless they can produce the standard Student Transfer form from the student's previous school district enrollment. No school district is required to admit a new student who is transferring from an out-of-state public school unless the parent or guardian of the student certifies in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

The superintendent or designee may, upon the request of the parent/guardian of a student suspended

or expelled for any reason, place the student in an alternative school program established under the Illinois School Code (105 ILCS 5/2-3.13a).

For more information, reference Board policy 7:30 - Student Assignment and Intra-District Transfer and Board policy 7:50 - School Admissions and Student Transfers To and From Non-District Schools.

