

**STUDENTS AND INSTRUCTION** **5000**

**ATTENDANCE** **5100**

**ENROLLMENT – SALEM RESIDENTS** **5102**

Any child who is of school age and resides in the City of Salem may attend the Salem Public Schools.

**RESIDENT CHILDREN**

1. Children must be 5 years old on or before August 31st of any given year, as verified by a birth certificate, to be eligible for Kindergarten that September. Children who are 6 years old on or before August 31st of any given year, as verified by a birth certificate, must enroll in grade one (1) that September. Children who do not meet these age requirements will not be eligible. This enrollment policy does not apply to the trimester age requirements at the Carlton Elementary Innovation School, effective with the Fall semester 2012 enrollments.

Students accepted in and having attended a school utilizing a rolling-admissions process based on age, and desiring to transfer, are subject to the same age requirements as all other Salem children as specified above.

2. Children who wish to enroll in the Salem Public Schools, and who have previously attended other approved schools, must present evidence (school records) of satisfactory completion of prior grade requirements, and must be recommended by the sending school for grade assignment. Health records, including proof of required vaccinations must be received prior to the student starting in the Salem Public Schools.
3. Adult students (those over 18 years of age) whose parents or guardians do not reside in Salem are eligible to attend Salem Public Schools if the student is a legal resident of the City of Salem.

A child is eligible to attend the Salem Public Schools if the child is living with a Salem resident by arrangement with the Executive Office of Health & Human Services or by court order, even if the child's parents or guardians are non-residents.

Parents, guardian, or students 18 years or over, may appeal an administrative decision concerning school attendance to the Superintendent of Schools. In the event the appellant is not satisfied with the Superintendent's decision, he or she may appeal the decision to the School Committee. The granting of such a hearing before the School Committee shall not constitute an admission by the School Committee that it has failed to furnish school accommodations. In any such hearing before the School Committee, it shall be the burden of the appellant to show that the School Committee has failed to furnish school accommodations.

At the end of each school year, the Superintendent shall review each student older than 18 for approval or denial of attendance for the ensuing school year.

Legal Reference: MGL CH 76 Sec. 1

Revised: 20 August 2012

**Approved – October 5, 2015**