

## Removing Barriers of Enrollment for Students from Special Populations: Homeless, Unaccompanied Youth, Migrant, Non-English Language Background (NELB) Students

The following information was compiled from the ALSDE website, Federal Programs Fall Conference – September 2009, and the JEFCEOD ESL Handbook. Please share the following information with school personnel - including administrators, counselors, secretaries, and registrars.

- All students of special populations have the right to enroll in school immediately, even if they do not have required documents – such as school or medical records, proof of residency, proof of guardianship, or other documents.
- The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.
- If a student does not have immunizations, or immunization or medical records, the school must assist in obtaining them, and the student must be enrolled in the interim.
- Enrolling students must be enrolled while attaining school records.
- The SEA and LEA must develop, review, and revise policies to remove barriers to the enrollment of students from special populations.
- The LEA should work collaboratively with community and area agencies to facilitate the school enrollment process. These efforts should be documented for future reference as needed.
- Federal law supersedes state and local law where there is a conflict (U.S. Constitution, Article VI)

### Sample Question from SDE website:

#### **Is it allowable to give ELL students 5 days to have records after enrollment in the Enrollment Policy of a district?**

An LEA should give the family a reasonable amount of time and help facilitate the process of becoming immunized, e.g., providing information about and directions to the health department. Five days would not be considered a reasonable amount of time.

- The SDE considers a minimal of 10 days a “reasonable” amount of time.