

## **Entrance Age Requirements**

The requirements for age certification should be publicized by school officials whenever registration information is given, whether it is at school or through the newspaper.

When students (at the level requiring age certification) register at the school for the first time, the following procedure will be adhered to:

1. When students register with an acceptable documentation of age certification, the school official responsible shall record on the prepared student record the type of age verification received. Acceptable documentation shall include birth certificates, church records and other official documents.
2. When students register without acceptable documentation of age certification, they shall be admitted provided that they submit an acceptable age verification document to the school office within 14 days.

The following process will be followed if an acceptable document is not produced within 14 days:

1. The principal or designee should direct a letter to the parent(s) stating that if an acceptable Document (list acceptable documents) is not presented to the school within 30 days, the district will have no choice but to deny admission to the child based on Colorado law. Failure to meet the requirements of age is grounds for denial of admission to a public school.
2. Should the above letter not produce the desired document, the principal or designee should remove the child from school until appropriate documentation is provided.

Approved: April 1995

Revised: December 2005

CROSS REF.:

Administration policy:

JF, Admission and Denial of Admission