

**STUDENTS AND INSTRUCTION**

**5000**

ATTENDANCE

5100

ENROLLMENT POLICY - RESIDENT STUDENTS

5102

Any child who is of school age who resides in the City of Melrose may attend the Melrose Public Schools. Residence shall be defined by Administrative procedure, which will be reviewed at least annually by the Superintendent. Any substantial changes to the administrative procedures will be presented to the Melrose School Committee.

- a. Children who are five years old on or before September 1st of any year, as verified by birth certificate, are eligible to enroll in kindergarten that September.
- b. Children who are six years old on or before September 1st of any year, as verified by birth certificate, are eligible to enroll in grade one that September. The parent or guardian of a child who does not meet the age requirement for grade one may petition the Superintendent for early enrollment, pursuant to the Procedure to Petition for Early Admission to First Grade. Such child will be eligible to enroll only if he or she meets the requirements of this Procedure.
- c. Children who wish to enroll in the Melrose 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.
- d. Resident students are eligible to continue to attend the Melrose Public Schools until they graduate from high school. Adult students (those over 18 years of age) whose parents or guardians do not reside in Melrose are eligible to attend public schools if they are legal residents of the City of Melrose.
- e. When a child, whose parents or guardians are non-residents, is living with a Melrose resident by arrangement with the Executive Office of Health Human Services or by court order, that child is eligible to attend the Melrose Public Schools.
- f. Parents, guardians, or students (eighteen) 18 or over may appeal an administrative decision concerning school attendance according to the Superintendent's Administrative Procedures for Appeal
- g. At the end of each school year, the Superintendent must review each case of residency for approval or denial of attendance for the ensuing school year.

With Melrose School Committee approval, certain classes of non-resident students may be allowed to attend the Melrose Public Schools, either with or without a tuition fee. This may include arrangements made in employee contracts, as well as participants in the METCO Program, school choice, and tuition-based programs.