

Out of District Enrollment Guidelines SY2023-2024

Dear Parent/Guardian(s):

Hafa Adai! Please review the Guam Code Annotated and Board Policy below which entail conditions and requirements for Out of District enrollment in the Guam Department of Education. Should you wish to proceed with your request for out of district, please complete the request form attached and submit for review and consideration.

Title 17 Guam Code Annotated, Education:

§6102. Duty to Send Children to School.

Any parent, guardian or other person having control or charge of any child who is at least five (5) years of age and has not reached the age of sixteen (16) years shall send the child to a public or private full-time day school for the full-time of which such schools are in session. Failure to comply will result in a truancy referral.

Board Policy 318 on School Attendance Area

A child is required to attend the school which serves the attendance area in which:

- His/her parents or guardians live; or
- The adult who is caring for the well-being for the child(ren) while parents or guardians are off-island.

Children may be permitted to attend schools which are outside of their attendance area if the administrator of the school determines that such attendance is necessary, providing space is available. Parents whose children are given such permission are responsible for their own transportation to and from school.

The school administrator may rescind an Out of District enrollment authorization which has been granted if the student incurs excessive tardies or unexcused absences, exhibits behaviors which could impede their educational progress, or if parents do not take an active part by attending/participate in PTO meeting and other sponsored activities

If you have any questions or need further clarification, please don't hesitate to call the school at 789-1535 or send an email to mulujanelementary@gdoe.net. Thank you for your interest in your child attending our school!

OUT OF DISTRICT ENROLLMENT REQUEST

To be completed by the Parent/Guardian(s)

SY 2023-2024

Student Information:

Last Name	First Name	Age	Grade

Parent/Guardian Information:

Last Name (Mother/Guardian)	First Name (Mother/Guardian)	Contact No.	Email Address

Last Name (Father/Guardian)	First Name (Father/Guardian)	Contact No.	Email Address

Home Address: _____

District School: _____

State the reason(s) in the space below you're requesting for authorization to enroll your child/ren at M. U. Lujan Elementary School. It should be noted that the Department of Education discourages out of district enrollment and in only unusual circumstances and when space is available, request will be granted. Please note that DPW does not allow for bus transportation to Daycares.

REQUIREMENTS FOR OUT OF DISTRICT ACCEPTANCE AND CONTINUANCE

Student will:

- Maintain a passing grade of proficient level 2 or above.
- Arrive no later than 8:25am, and picked-up by 3:00pm.
- Maintain a level 3 (satisfactory) citizenship grade.
- Comply with school rules and classroom rules.
- Support their child's growth by maintaining communication with his/her teachers.

Note: Any major offense incurred by the student, excessive tardies, and/or unexcused absences may result in an automatic withdrawal. Parent/guardian must then enroll their child within their residential school district.

Parent/Guardian will:

- Attend and participate in ALL PTO general meetings and PTO sponsored activities.
- Attend Open House and Parent Teacher Conference.

By signing below, I agree to the conditions and understand that my child may be withdrawn if requirements are not met. I also understand that the request is only for one (1) academic school year. A new Out of District request must be filled out and submitted prior to the opening of the school year.

Parent/Guardian Signature/Date

MAP OF RESIDENCE

Type of house: Concrete, Semi Concrete, Wood, Tin (CIRCLE ONE)

House No. _____

House Color: _____

This portion is to be completed by the school Principal only.

This request is: / / Approved
 / / Disapproved

Principal Signature

Date