

**JEC. SCHOOL ADMISSIONS**

**Kindergarten**

Parents of students to be enrolled in the first grade will be required to provide a birth certificate or other legal record (other records include, but are not limited to: records from a previous school, baptismal certificate, family bible record, health records, insurance policies, marriage or divorce records, copy of newspaper birth announcement, or a signed affidavit from a parent, guardian, or other person if parental relationship) as evidence of age 5 of the child on or before September 1, as provided in ORS 339.115 for review by school authorities.

All records provided will be immediately returned to the provider following verification by school authorities.

Bethel elementary school principals will be responsible for the following procedure to alert parents regarding enrollment requirements concerning required proof of birth and legal records:

- Explain admission policy to parents during Kindergarten Orientation/Registration.
- Create a file of required records as a part of Kindergarten Orientation/Registration.
- Parents who have not provided required records will be contacted no later than the second week of school.
- Mail a letter (Certified/Return Receipt Requested) the first teaching day in October to parents who have not complied by October 1. Students without required legal records may be excluded from school.