

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Registration

### Policy/Procedure S-18

This policy which pertains to registration of students for the Indiana School for the Blind and Visually Impaired (ISBVI) regular school year and special summer school programs requires that:

1. local education agencies must submit all required paperwork, reports, and other necessary documentation prior to enrollment;
2. parents/guardians must register their child 15 working days in advance of the first day of classes; and,
3. parents/guardians accompany their child on registration day which is the day preceding the first day of classes.

This policy was developed to allow staff sufficient time to plan for the beginning of school sessions to ensure that the school has thorough and valid information which will assist in responding to individual and unique student needs, assuring student well-being and safety, reducing the potential for liability, and for improved administrative efficiency and effectiveness.

**Procedure:** With regard to the registration requirements #1 and #2 above, it is the policy of the school that no student who has been placed at the Indiana School for the Blind and Visually Impaired from their local education association through a case conference procedure, consistent with Indiana State Department of Education Article 7, shall be enrolled without a completed, submitted, and approved application which must be received by the school staff at least 15 days in advance of the first day of classes. Failure for parents or legal guardians and/or local education agency staff to complete and submit the registration application and all accompanying documents will result in the student not being allowed to enroll in school classes, reside in any of the school's residential facilities, participate in any activities, receive health center services, etc. If a student arrives on campus with the intent to enroll without an approved registration application, the student will be asked to return home under parental supervision until the application packet is completed.

It is also policy that parents/guardians accompany their child on registration day to assure that the registration packet is complete, current and accurate; funds are deposited in the student trust fund accounts; physical education uniforms, and other requirements are paid; students have all necessary items for classroom and dormitory programs; and the school staff and parents/guardians have an opportunity to discuss any concerns, for example, about medication, restrictions regarding physical activity, desired communication between home and school, expectations, and in some cases, personally sensitive information. Experience has shown that when parents/guardians do not accompany their children on registration day and send their children on public transportation, "gaps" in registration information may occur and students begin school without necessary items. When parents/guardians accompany students for registration, the students have a more positive experience. One of the goals of the school is to

increase and improve parental and staff interaction, home and school communication, cooperation, and teamwork designed to enhance opportunities for student success, achievement, and well-being.

In the event that special circumstances exist that parents/guardians have great difficulty or cannot accompany their child, the Superintendent and the Principal will jointly determine if an exception can be granted from the requirement of the parent accompanying the student. Exceptions may be granted on such factors as another adult family member substituting for the parents/guardians, the parents/guardians having already completed the preregistration form and have verified over the telephone that the information submitted is complete and thorough and have deposited funds and paid all fees. Requests for exemptions of this policy must be made to the Principal at least two (2) weeks in advance of registration day.

The following items are required for enrollment at the school:

1. ISBVI Registration Form
2. Medical physical
3. Ophthalmological examination
4. Deposit the funds for the following:
  - A. \$25.00 minimum balance in the Student Trust Fund Account for spending
  - B. Current cost for physical education uniform
    - all students, grades 4-6
    - students in PE, grades 7-12
  - C. Technology Fees

**Effective: July 1, 1995**

**Revised: 12/10/97, 11/12/98, 6/29/99, 6/21/04, 8/2/06**

### **ISBVI Policy S-18**

Reviewed and Approved: 1/11/10, 10/22/18, **10/25/21**

**Revised: 10/21/13**

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_ **Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_ **Date**