

GLOSSARY OF ENROLLMENT TERMS



Attendance Area School

The home attendance area school (elementary, K-8, middle or high) is determined based upon the address of the Parent/Legal Guardian where the Parent/Legal Guardian lives within District boundaries, or the address of the appointed Educational Guardian if the Student is granted residency. Attendance area schools can be verified by contacting Central Registration at (920) 448-2001.

Co-Residency

Co-residency refers to a situation in which a family has established stable residency in the home of another family or individual ("Resident Adult"). The most common examples of co-residency would be: a) two families sharing housing; b) Adult Student living with someone; c) a couple where only one person can provide proof of address; or d) child and Parent living with grandparent. In these situations, a [Co-Residency Verification](#) form is completed to verify residency address.

Educational Guardian

A designation granted by a Student's Parent/Legal Guardian to an adult individual with whom a Student is residing who is not the Student's Parent/Legal Guardian *and the Student's Parent/Legal Guardian resides outside of the boundaries of the Green Bay Area Public School District or the Parent/Legal Guardian is experiencing a hardship event as defined by the District to include incarceration, long term medical care, disability or military leave that prevents the Parent/Legal Guardian from being able to care for the Student.* The Educational Guardian assumes responsibility for truancy, discipline, payment of fees, medical services, immunizations, enrollment, Intra-District Transfer requests, report cards, or specialized educational services of said Student. To be granted Educational Guardianship, a Parent/Legal Guardian must complete a [Request for Residency and Educational Guardianship](#) form and provide [proof of Student's age](#). The designated Educational Guardian must [accept responsibility](#), complete an [enrollment form](#), and provide [proof of residency](#).

Immunization Records

For more information regarding immunizations, please refer to the [Green Bay Area School District Immunization Page](#).

Intra-District Transfer

Intra-District Transfer refers to the change of schools from the Student's designated home attendance area school to another Green Bay Area Public School District school. More information regarding the Intra-District Transfer application process can be found in the District's Board of Education [Policy 433](#) and [Rule 433](#).

Open Enrollment

Open enrollment refers to the process by which Parents/Legal Guardians can apply for their children to attend public school in a school district other than the one in which they reside. More information regarding the open enrollment process and application is available on the Wisconsin Department of Public Instruction's web page or by clicking [Here](#).

Proof of Age

The Green Bay Area Public School District requires proof of birth upon enrollment. Acceptable documentation to verify birth includes a copy of the child's birth certificate, a legal document, passport, or immigration documentation.

Proof of Parent/Legal Guardian

The Green Bay Area Public School District requires proof of Parent/Legal Guardianship of each Student. Acceptable documentation to establish Parent/Legal Guardian status includes a copy of the child's birth certificate, Letters of Guardianship, or other court document establishing the Legal Guardian of the child.

Proof of Residency

Residency of Parent/Legal Guardian or Educational Guardian must be verified upon enrollment of a Student in the Green Bay Area Public School District. Acceptable documentation to verify residency includes a copy of the most recent utility bill with name and address, a copy of a rental lease, or a copy of a mortgage. Utility bills are available online and Green Bay Area Public School District staff may be able assist Parents/Legal Guardians with how to retrieve such documentation if needed.

Rights to Records

A third party individual (such as a step-parent, grandparent or emergency contact) with [Rights to Records](#) is able to communicate with a Student's school and/or District staff as well as receive a Student's educational records, in written or oral format. Pupil records a third party is entitled to receive include progress, behavior and Student health records. Rights to Records does not include the right to make educational decisions nor does it grant the powers of an Educational Guardian. Foster Parents of GBAPSD Students should complete the [Parent Consent - Foster Care](#) form.

Rights to Make Educational Decisions

A third party individual (such as a step-parent, grandparent or emergency contact) with [Rights to Make Educational Decisions](#) is able to make basic educational decisions for that Student. Educational decisions include such items as signing up for conferences, granting permission to attend school activities, communicating with the teacher and/or school, and assignment of courses. Rights to Make Educational Decisions does not grant the responsibility afforded an Educational Guardian (see definition above) and does not change the Parent's/Legal Guardian's rights to the Student. The Parent/Legal Guardian remains responsible for all school related issues.

Unaccompanied Youth

Unaccompanied Youth are Students who are not in the physical custody of a Parent or Legal Guardian. This may include young people who have run away from home, been thrown out of their homes, have been abandoned by their Parents/Legal Guardians, are migratory and no Parent/Legal Guardian migrated with the Student, or are awaiting Foster Care placement. In all cases, the Green Bay Area Public School District will obtain and maintain on file a current emergency contact for each Unaccompanied Youth.