

SCHOOL ADMISSIONS

The District shall provide a free public education to all persons residing in the District between the ages of five (5) and twenty-one (21) who have not received a high school diploma. In accordance with New York State law and regulation, residency shall be established through physical presence in the District and intent to reside in the District. Residency shall not be established when a student is residing in the District with someone other than a parent solely to take advantage of the schools in the District. Eligibility of homeless children to attend District schools shall be determined in accordance with federal and state law and regulation.

A veteran of any age who has served as a member of the armed forces of the United States and has been discharged under conditions other than dishonorable is eligible to attend school. A nonveteran under twenty-one years of age who has received a high school diploma shall be permitted to attend a school within the District or a BOCES school upon payment of tuition.

Upon a request for enrollment in the District, the student's parent(s), guardian(s), or person(s) in parental relation or the student, as appropriate, must provide the District with documentation establishing: (1) proof of residency; (2) proof of parental relation; (3) proof of age; and (4) a health certificate and a record of immunization or exemption thereof. The District requests that all documentation be provided at the time of initial enrollment; however, the District will not delay a student's enrollment if all documentation is not available at that time. The student(s) shall be enrolled and may begin attending school the next day or as soon as practicable thereafter. All required documentation must be provided no later than three business days after the student's initial enrollment.

1. Proof of Residency: In order to establish residency within the District, the District requires three (3) documents verifying the student's address. All documents must be current within the last thirty (30) days. Documentation must include at least one (1) of the following:
 - a. a copy of a residential lease;
 - b. proof of ownership of a house or apartment, such as a deed or mortgage statement;
 - c. an affidavit or a statement by a third-party landlord, property owner, or co-tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property; or
 - d. an affidavit or a statement by a third party relating to the parent(s) or person(s) in a parental relation's physical presence in the District.

The two (2) additional documents may include, but are not limited to, any of the items above and/or any of the following:

- a. pay stub;
- b. income tax form;
- c. utility, telephone, or other bills;
- d. membership documents based upon residency (e.g. library card);
- e. voter registration document(s);
- f. official driver's license, learner's permit, or non-driver identification;

- g. state or other government issued identification;
 - h. documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
 - i. evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers showing residency
2. Proof of Parental Relation: Any person wishing to register a student must provide proof that they are the parent or person in parental relation to the student. The District prefers that the parent(s) or person(s) in parental relation establish this by providing a birth certificate, judicial custody order, or an order of guardianship. Alternatively, the District will accept its form affidavit(s), Affidavit of Natural parent and/or Affidavit of Person in Parental Relation, as appropriate, as such proof. If the individual(s) seeking to enroll the student is/are not the student's parent(s) and the student's natural parent(s) is/are alive, the District shall require both the natural parent(s) and the individual(s) seeking to enroll the student to complete, as appropriate, the District's form affidavits. The requirement for the natural parent(s) form affidavit(s) may be waived in cases in which other adequate proof has been provided that a permanent transfer of custody and control has occurred, the whereabouts of the natural parent(s) are unknown, and/or it is unreasonable to require the form affidavit under the particular circumstances. The District may also accept other proof, such as documentation indicating that the child resides with a sponsor with whom the child has been placed by a federal agency.
3. Proof of Age: If available, the District requires a certified transcript of a birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth. If neither document is available, a passport (including a foreign passport) may be used to establish the student's age. If none of the foregoing documentation is available, the District may consider other documentary or recorded evidence, which has been in existence for at least two years, such as: an official driver's license; state or other government issued identification; school photo identification with date of birth; a consulate identification card; hospital or health records; military dependent identification card; documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); court orders or other court-issued documents; Native American tribal documents; or records from non-profit international aid agencies or voluntary agencies.
4. Health Certificate and Record of Immunization: In accordance with New York Education Law section 903 and Public Health Law section 2164, the District requires both a health certificate signed by a duly licensed physician, physician assistant, or nurse practitioner and a certificate of immunization from a health practitioner or other acceptable evidence of immunization for each student seeking to enroll in the District.

In addition to the above, the District requires that, upon a request for enrollment, the parent(s), person(s) in parental relation, or student, as appropriate, complete the District's Housing Questionnaire so that the District can determine whether the student may be entitled to

attend school within the District as a homeless child.

The District shall not request a Social Security card or number, or any information regarding or which would tend to reveal the immigration status of the child, the child's parent(s) or the person(s) in parental relation on any enrollment and/or registration forms or in any meeting or other form of communication at the time of and/or as a condition of enrollment.

The District shall review all submitted documentation, and make a determination of a student's eligibility to attend school within the District as soon as possible, but within three business days of initial enrollment, or four days if the documentation is provided on the third day. The District may verify documentation of age from a foreign country, but will not delay enrollment during verification. Any decision by a school official, other than the Board or its designee, that a child is not entitled to attend the schools of the District shall include notification of the procedures to obtain review of the decision.

The Board hereby authorizes the Superintendent to act as its designee with regard to residency determinations and to establish any administrative regulations and/or procedures necessary to implement this policy.

Prior to making a determination of entitlement to attend the schools of the District, the Superintendent shall afford the child's parent, the person in parental relation to the child, or the child, as appropriate, the opportunity to submit information concerning the child's right to attend school in the District. When the Superintendent determines that a child is not entitled to attend school within the District, the Superintendent shall, within two business days, provide written notice of the determination to the child's parent(s), the person(s) in parental relation to the child, or the child, as appropriate. Such written notice shall state:

1. that the child is not entitled to attend the public schools of the District;
2. the specific basis for the determination that the child is not a resident of the school District;
3. the date as of which the child will be excluded from the schools of the District; and
4. that the determination of the Superintendent may be appealed to the Commissioner of Education within thirty (30) days of the date of the determination, and that the instructions, forms and procedures for taking such an appeal, including translated versions of such instructions, forms and procedures, may be obtained from the Office of Counsel at www.counsel.nysed.gov, or by mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518) 474-8927.

At any time during the school year, notwithstanding any prior determination to the contrary, the District may determine, based on available information, that a child is not entitled to attend school within the District.

The District's enrollment forms, procedures, instructions, and requirements, including a list of acceptable forms of documentation, are publically available. The District shall provide such information to all parents, persons in parental relation, or children, as appropriate, who request enrollment in the District and shall post such information on the District's website. The

District will also notify all parents, persons in parental relation, or children, as appropriate, of their rights regarding referral and evaluation for the purposes of special education services or programs pursuant to applicable federal and state laws. If the parent, person in parental relation, or the student is limited English proficient, the District will meaningfully communicate material information about enrollment as required by federal law.

Cross-Ref: 5151, Homeless Children
5420, Student Health Services

Ref: Education Law §§310; 903; 904; 3202; 4402(8)
Public Health Law §2164
8 NYCRR §100.2(y)

Adoption date: May 8, 2007

Revised: July 20, 2011

Revised: