

## **Students**

### **Nonresident Students**

#### **Definition**

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or
5. is placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, a student may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. A student not requiring special education who lives in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) is a resident student. A student requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes), unless special education considerations make attendance in local schools and programs inappropriate.

#### **Nonresident Attendance Without Tuition**

Upon written parental request, nonresident students may be allowed upon recommendation of the Superintendent of Schools to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year and parent(s)/guardian(s) request that a student complete the marking period;
2. A family residing outside of a district has firm plans to move into the school district within 90 calendar days as evidenced by a contract to buy, build, rent, or lease;
3. A twelfth grade student and his/her family who are in residence through the last day of the first marking period of senior year wishes to complete his or her education in the district;
4. Students reside temporarily within the district because of family changes or students attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary, it shall be considered based upon information available at that time.
5. Mental or physical health of the student as certified by a physician, school psychologist, or other appropriate school personnel.

## **Students**

### **Nonresident Students** (continued)

#### **Exchange Students**

No tuition is required for foreign students living within the district under an approved and recognized foreign exchange program. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment, which cannot exceed a period of one school year.

#### **Nonresident Attendance**

With the exception of Sherman students attending New Fairfield High School, New Fairfield does not accept nonresident students. Students of nonresident staff may be considered for attendance contingent upon class size, transportation, and other considerations including disciplinary and attendance records. (See Policy 5118.111)

#### **Evidence of Residency**

The Superintendent of Schools or his/her designee shall require documentation of family and/or student residency, including notarized affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or nonrelative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student's may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations. In addition, the Superintendent is responsible for developing and implementing administrative procedures for ongoing residency verification. If an individual has provided false documentation to attend New Fairfield Public Schools, then this may lead to liability for tuition and to criminal penalties for fraud.

#### **Removal of Nonresident Student from District Schools**

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education (if known), where the student should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

## **Students**

### **Nonresident Students**

#### **Removal of Nonresident Student from District Schools (continued)**

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

#### **Board of Education Hearing**

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Legal Reference: Connecticut General Statutes  
4-176e through 4-185 Uniform Administrative Procedure Act.  
10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.  
10-253 School privileges for students in certain placements and temporary shelters.

Policy adopted: October 19, 2000  
Policy revised: June 16, 2005  
Policy revised: December 20, 2007  
Policy revised: June 18, 2009  
Policy revised: November 17, 2011  
Policy revised: June 5, 2014  
Policy revised: October 30, 2014  
Policy revised: November 21, 2019  
Policy revised: March 21, 2024

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut

Verification of Residence

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS  
(within New Fairfield)

Parent/Legal Guardian Statement

I, (print name) \_\_\_\_\_ the parent or legal guardian of  
(name) \_\_\_\_\_ (address) \_\_\_\_\_ certify  
that the above named student actually lives full time (typically 7 days per week) at the above  
address. The telephone number at the same address is \_\_\_\_\_ and the telephone number  
in an emergency is \_\_\_\_\_. Grade \_\_\_\_\_.

This information and the documents provided are accurate. I authorize representatives of the New  
Fairfield Public Schools to verify this information, and I understand falsification of any  
information or documents required for this verification will result in revocation of registration for  
the student and may lead to liability for tuition and to criminal penalties for fraud. **In addition to  
the imposition of civil penalties, perjured or fraudulent statements could lead to possible  
criminal prosecution.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
*(FOR OFFICE USE ONLY)*

**Residency Status:**     own             rent             reside with: \_\_\_\_\_

In order to verify district residence, parents or guardians, an emancipated minor or the child over  
18 must sign above and provide documents from the items listed below.

- \_\_\_ 1. Copy of a Valid Connecticut Drivers License or Connecticut Department of Motor  
Vehicles Non-Driver Identification Card indicating New Fairfield residency  
*and*
- \_\_\_ 2. \_\_\_ Warrantee Deed with Schedule A, or escrow papers  
*or*  
\_\_\_ Dated rental agreement  
*and*
- \_\_\_ 3. Copy of *one* of the following at address within the district in the parent's or guardian's  
name:
  - \_\_\_ a. Utility bills (dated within the last three months)
  - \_\_\_ b. Notarized letter from landlord or owner acknowledging parent's/guardian's  
and student's residence
  - \_\_\_ c. United States Postal Service On-line Official Change of Address Confirmation
- \_\_\_ 4. Residency Affidavit forms to be filled out by person with whom family and student reside.  
Verification visit by Residency Confirmation staff will follow; child may attend school.
- \_\_\_ 5. Verification visit by Residency Confirmation staff (for situations not covered by 1 and 2);  
child may not attend school until complete.

Documents seen by: \_\_\_\_\_ on \_\_\_\_\_

**CONFIDENTIAL**

**RESIDENCY AFFIDAVIT**

The New Fairfield Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in New Fairfield and is not residing with his or her parent(s) and whose parents are not residing in New Fairfield. This form is required when there is a question about the child's actual residence. The student, parent and person with whom the student is living must fill out this form together.

Date: \_\_\_\_\_

1. Student's Name \_\_\_\_\_ DOB: \_\_\_\_\_  
(Last) (First) (Middle)

2. Student's New Fairfield Address \_\_\_\_\_ Tel. # \_\_\_\_\_  
(No. and Street) (Town) (State)

3. Name of Person with Whom Student Lives \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Tel. # \_\_\_\_\_  
(No. and Street) (Town) (State)

4. Date Student Moved Into New Fairfield \_\_\_\_\_  
(Month) (Day) (Year)

5. Student's Former Address \_\_\_\_\_  
\_\_\_\_\_  
(No. and Street) (Town) (State)

6. Former School \_\_\_\_\_ Grade \_\_\_\_\_

7. Name of Student's Father \_\_\_\_\_  
Father's Address \_\_\_\_\_  
\_\_\_\_\_  
(No. and Street) (Town) (State)

8. Name of Student's Mother \_\_\_\_\_  
Mother's Address \_\_\_\_\_  
\_\_\_\_\_  
(No. and Street) (Town) (State)

9. Name and Address of Student's Court Appointed Legal Guardian, if other than Parent:  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT'S STATEMENT**

I, hereby, certify that \_\_\_\_\_ is my \_\_\_\_\_  
(Student's Name) (Relationship)  
and he/she resides with \_\_\_\_\_ who is \_\_\_\_\_  
(Name of Person) (Relationship)  
at \_\_\_\_\_  
(No. and Street) (Town) (State) (Telephone #)

I, further, certify that this is intended to be a bona fide permanent address at which my child will be living for \_\_\_\_\_ days and \_\_\_\_\_ nights per week and that I am not providing payment for having my child reside with \_\_\_\_\_.

I, further, certify that my son/daughter is not living with me because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a parent of the student named on this form, and as a nonresident of the Town of New Fairfield, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of New Fairfield, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of New Fairfield, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending New Fairfield Public School illegally, the Town of New Fairfield reserves the right to recover the costs for such education from me, the undersigned. I understand that a perjured or fraudulent statement may lead to my criminal prosecution under the criminal statutes of the State of Connecticut.

I hereby certify that the said \_\_\_\_\_ has full right to act in  
(Person's Name)  
my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

\_\_\_\_\_  
Signature of Parent Date \_\_\_\_\_  
\_\_\_\_\_  
Notary Public Date \_\_\_\_\_

**HOST'S/GUARDIAN'S STATEMENT**

I, hereby, certify that \_\_\_\_\_ is my \_\_\_\_\_  
(Student's Name) (Relationship)  
and he/she legally resides with me at \_\_\_\_\_.  
(No. and Street)

I, further, certify that this is intended to be a bona fide permanent address that this child will be living with me \_\_\_\_\_ days and \_\_\_\_\_ nights per week, and that I am not receiving payment for having this child reside with me.

I, further, certify that this child is residing with me because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the host/guardian of the student named on this form, and as a resident of the Town of New Fairfield, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of New Fairfield, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of New Fairfield, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending New Fairfield Public School illegally, the Town of New Fairfield reserves the right to recover the costs for such education from me, the undersigned. I understand that a perjured or fraudulent statement may lead to my criminal prosecution under the criminal statutes of the State of Connecticut. I also understand that this document may be used in a court of law as evidence against me.

**If you are the guardian of the student, please indicate the date and source of your authority:**

Date \_\_\_\_\_ Authority \_\_\_\_\_

I, \_\_\_\_\_, understand that I have full responsibility  
(Person's Name)  
for this student concerning any and all school disciplinary, administrative, and medical matters.

\_\_\_\_\_  
Signature of Host/Guardian Date

\_\_\_\_\_  
Notary Public Date

**CERTIFICATION OF RESIDENCE**  
**(For student living in other than a rental unit dwelling)**

Date: \_\_\_\_\_

RE: \_\_\_\_\_

As part of our residency process, we are requesting that you as the landlord/owner of or the family residing at the following residence providing this notarized statement verifying that:

Name of Student(s) \_\_\_\_\_

Name of Parent(s) \_\_\_\_\_

Reside at the following address \_\_\_\_\_

I, \_\_\_\_\_ certify that the named student(s) and parent(s)

*(Landlord, Owner, Local Resident, Relative, Guardian, etc. - cross out what does not apply)*

( ) live/rent, or ( ) reside with me at the above-listed address, in a home owned or occupied by me in the Town of New Fairfield.

.....  
I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of said student if they, in fact, do not reside in New Fairfield.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s). In addition, the parent(s) may be prosecuted under the criminal statutes of the State of Connecticut. I, also, understand that this document may be used as evidence in a court of law. **In addition to the imposition of civil penalties, perjured or fraudulent statements could lead to possible criminal prosecution.**

I agree to immediately notify the New Fairfield Public Schools if this student ceases to reside at this address.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

If you have any questions regarding this form, please contact:  
Superintendent of Schools  
New Fairfield Public Schools  
3 Brush Hill Road  
New Fairfield, CT 06812



**New Fairfield Public Schools  
DECLARATION OF LEGAL RESIDENCY  
Rental / Lease**

**To be completed by property owner**

Property Owner: \_\_\_\_\_  
Name of Property Owner – Please print

If the living arrangement of the student should change from what is stated on this form, it is the responsibility of the property owner to notify the Office of the Registrar within five (5) business days in writing.

\_\_\_\_\_  
Signature of Property Owner – Sign in the Presence of Notary Public  
Property Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Children and Parents/Legal Guardians Living on Property  
Adult #1 \_\_\_\_\_ Adult # 2 \_\_\_\_\_  
Child #1 \_\_\_\_\_ Child # 2 \_\_\_\_\_  
Child #3 \_\_\_\_\_ Child # 4 \_\_\_\_\_

I am making the above statements as a true and bona fide representations. I certify that the above residency is a legal, permitted residence in the Town of New Fairfield. I fully understand that if I make a statement that is false and which is intended to mislead a public servant in the performance of his/her function, I will be in violation of Section 53-157b of the Connecticut General Statutes. The section of the law refers to making a fraudulent statement is a Class A misdemeanor and is punishable by a fine, not to exceed \$1,000 and/or up to one year of incarceration.

I further understand that I may be required to update this information at any time and agree to do so upon request from the New Fairfield Board of Education. I may be made to pay for services received if such services were delivered under fraudulent statements and/or circumstances.

**NOTARIZED SECTION**

On this date \_\_\_\_\_ appeared before me personally.  
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

\_\_\_\_\_  
Signature of Notary Public                      Commission Expiration Date                      SEAL

DATE:

RE:

DOB:

Dear:

In order for a student to attend public school in New Fairfield, the child's parent or legal guardian must live in New Fairfield or **you, the parent, must officially establish** that your child resides in New Fairfield with "another person" under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the child's family.
3. Residency is not for the sole purpose of obtaining school accommodations in the New Fairfield Public Schools.
4. The other person signs a notarized affidavit (Host's/Guardian's Statement) that your child is residing with them.
5. You, the parent, submit a notarized Parent's Statement and Residency Affidavit.

Enclosed is a four page form titled "Residency Affidavit" which contains the parent's and guardian's statement. Please fill them out completely, having the parent's and guardian's statements notarized. Please schedule an appointment with the Principal or his/her designee within ten (10) days to review this information.

Unless we receive these documents which prove your child does have a permanent address in New Fairfield, we will, as described in the policy, begin disenrollment proceedings.

Sincerely,

Principal

cc: Superintendent  
New Fairfield Resident

DATE:

RE:

DOB:

Dear:

Enclosed is a copy of the Residency Affidavit on file for the above named student as well as a Residency Affidavit Renewal Form.

Please review the information on the original Affidavit, complete the Renewal form, and return both documents to me.

This information must be returned by \_\_\_\_\_ in order to assure \_\_\_\_\_ continued enrollment at \_\_\_\_\_ School.

If you have any questions regarding this request, please feel free to call me at \_\_\_\_\_.

Sincerely,

Principal

**NEW FAIRFIELD PUBLIC SCHOOLS**  
**NEW FAIRFIELD, CONNECTICUT 06812**

**RESIDENCY AFFIDAVIT RENEWAL**

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, certify that the residency affidavit on file on behalf of my  
(Name of Local Resident)

\_\_\_\_\_, \_\_\_\_\_,  
(Relationship) (Student's Name)

remains true. The above named student resides with me at

\_\_\_\_\_, New Fairfield, Connecticut,  
(Address)

and the telephone number is \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Local Resident)

In addition to the imposition of civil penalties, perjured or fraudulent statements could lead to possible criminal prosecution.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

DATE:

RE:

DOB:

Dear:

An investigation has been conducted to determine whether your child is a "permanent resident" of New Fairfield. Our investigation leads us to conclude that your child is not a "permanent resident" of New Fairfield and is, therefore, denied enrollment in the New Fairfield Public Schools for the following reason(s):

- We have established your permanent residence to be: \_\_\_\_\_.
- We cannot find any permanent residence in New Fairfield for your child.
- We have been informed by \_\_\_\_\_ that your child \_\_\_\_\_ has been with \_\_\_\_\_ on a temporary basis and will be leaving this residence by \_\_\_\_\_.
- We were informed on \_\_\_\_\_ by \_\_\_\_\_ that your child, \_\_\_\_\_, no longer resides in New Fairfield.

You, as legal guardian of your child, have a right to a hearing on denial of school access based on residency by the New Fairfield Board of Education, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the New Fairfield Board of Education because of denial of school accommodation.

If no such request is received in ten (10) days, your child will not be allowed to attend school in the New Fairfield Public Schools.

If you choose a hearing, you have the right to bring representation, and the hearing will be conducted in accordance with Connecticut General Statute 10-186.

Sincerely,

Principal

cc: Superintendent  
Superintendent of Nexus Town  
New Fairfield Resident

DATE:

RE:

DOB:

Dear:

On \_\_\_\_\_ we sent you a registered letter outlining our investigation, which concluded that your child does not have a permanent residence in New Fairfield. Further, we afforded you an opportunity to request a hearing by the New Fairfield Board of Education regarding eligibility for school accommodation in New Fairfield.

As of this date, you have not responded to our correspondence. Based on our investigation, we are denying school accommodation to and dis-enrolling \_\_\_\_\_ as of this date. If your child has any school property or personal items at \_\_\_\_\_ School, please call \_\_\_\_\_ to arrange an appointment to deliver or pick them up.

We encourage you to contact the \_\_\_\_\_ Public Schools in order to enroll your child so that his/her education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

Principal

cc: Superintendent  
New Fairfield Resident

NEW FAIRFIELD PUBLIC SCHOOLS  
NEW FAIRFIELD, CONNECTICUT  
NONRESIDENT STUDENT REQUEST FORM

**Nonresident Attendance without Tuition**

Upon written parental request, nonresident students may be allowed, upon recommendation of the Superintendent of Schools, to attend district schools without tuition under one or more of the following conditions.

*Please check appropriate reason:*

- A family moves from the district after January 1<sup>st</sup> of the school year and parent(s)/guardian(s) request that a student completes the marking period. Moving date: \_\_\_\_\_
- A family residing outside of a district has firm plans to move into the school district within 90 calendar days as evidenced by a contract to buy, build, rent, or lease.  
A fully executed copy of the contract to buy, build, rent, or lease must be included with this request.  
Expected closing/rental date: \_\_\_\_\_  
*(Any change to the date must be submitted to the Office of the Superintendent in writing.)*
- A twelfth grade student and his/her family who are in residence through the last day of the first marking period of senior year wishes to complete his or her education in the district;
- Student(s) reside temporarily within the district because of family changes or student(s) attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months. If subsequent approval is necessary, it shall be considered based upon information available at that time.

Briefly explain any pertinent information in support of this request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheet if necessary.*

**\*\*Please note that if the request is granted, the parent/guardian is responsible for transportation to and from school.**

I attest to the accuracy of the information contained in this form.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name and Grade: \_\_\_\_\_

Present Address: \_\_\_\_\_

Future Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

*(For office use only)*

Request Approved:

Denied:

Date Family Notified: \_\_\_\_\_