

**JFAA
ADMISSION OF
RESIDENT STUDENTS**

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.

- B. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.

- C. A student who is eighteen (18) years of age or older and whose place of residence is in the District.

- D. A student who is homeless, and who attended a school in the District at the time of becoming homeless.

- E. A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with 15-821(D).

- F. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order and the parent provides proof of residency in the District within ten (10) days after the arrival date provided on official documentation.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. 15-802(B) requires school districts to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. **The documentation required by A.R.S. 15-802 must be provided each time a student enrolls and reaffirmed during the district's annual registration process via the district's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.** This policy is written to assist school districts in meeting the legal requirements of the statute. For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Proof of residency is not required for homeless students. [42 U.S.C. § 11 432(G)(3)(C)(i)]

In general, students will fall into one of two groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her **their** name and address; or 2) those whose parent/legal guardian cannot document his or her **their** own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that who maintains his or her their own residence: The parent or legal guardian must complete and sign a form indicating his or her **their** name, the name of the school district or school site in which the student is being enrolled, and provide **a copy of one of the following documents** ~~one (1) item from each of the sections below~~ that bears the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

A. Section One:

- ~~1. Valid Arizona driver's license, Arizona identification card or motor vehicle registration~~
- ~~2. Valid Arizona Address Confidentiality Program authorization card (For participants in the Arizona Address Confidentiality Program ["ACP"], an ACP Authorization Card may be accepted in lieu of documentation showing the residential address or property description where the student resides)~~
- ~~3. Water, electric, gas, cable, or phone bill~~
- ~~4. Bank or credit card statement~~
- ~~5. W-2 wage statement~~
- ~~6. Payroll stub~~

B. Section Two:

- ~~1. Real estate deed or mortgage documents~~
- ~~2. Property tax bill~~
- ~~3. Rental agreement or lease (including Section 8 agreements or off base military housing)~~
- ~~4. Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona.~~
- ~~5. Documentation from state, tribal, or federal government agencies (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security).~~
- ~~6. A consular identification card that is issued by a foreign government as a valid form of identification if the foreign government uses biometric identity verification techniques, including fingerprint identification and retina scans, in issuing the consular identification.~~
- ~~7. Temporary on-base billeting facility (for military families)~~

- **Valid Arizona driver's license, Arizona identification card or motor vehicle registration**
- **Valid Arizona Address Confidentiality Program authorization card**
- **Real estate deed or mortgage documents**
- **Property tax bill**
- **Residential lease or rental agreement (including Section 8 agreement or off-base military housing)**
- **Water, electric, gas, cable, or phone bill**
- **Bank or credit card statement**
- **W-2 wage statement**
- **Payroll stub**
- **Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona.**

- Documentation from a state, tribal, or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- Temporary on-base billeting facility (for military families)
- Consular identification card that is issued by a foreign government as a valid form of identification if the foreign government uses biometric identity verification techniques, including fingerprint identification and retina scans, in issuing the consular identification.

Parent(s) or legal guardian(s) ~~that~~ who does not maintain ~~his or her~~ their own residence: The parent or legal guardian must complete and sign a form indicating ~~his or her~~ their name, the name of the school district or school site, in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with one (1) item from ~~each of~~ the sections listed above bearing the name and address of the person who maintains the residence.

Use of and Retention of Documents by Schools

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district may be used as an indication of residency; however, documentation is subject to audit by the Arizona Department of Education or the District. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/legal guardian or the school official prior to filing. Information provided by parents and legal guardians to Arizona public schools is confidential and only used for educational purposes.

Adopted: ~~November 9, 2021~~ **May 9, 2023**

LEGAL REF.:

A.R.S.

15-802

15-816 et seq.

15-821

15-823

15-823.01

15-824

41-166

41-5001

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015
42 U.S.C. 11432

CROSS REF.:

IKEB - Acceleration

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records