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**Registration For School**

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Children of school age who are residents of Madison may attend school without payment of tuition provided that they satisfactorily meet all residency, academic, age, immunization, and other eligibility prerequisites for the school or program to which they seek admission as set forth in the Education Laws of the State of Connecticut and the policies of the Board of Education. Residents over the age of twenty-one (21) will be referred to regional adult education programs.

**Registration Procedures**

- Application for admission to the public schools will be made by registering at the District Central Office. The school to be attended is determined by the attendance zone within which the applicant resides.
- The office of the Director of Administrative Services will be responsible for receiving all applications for admission, conducting registration procedures, and certifying that all admission requirements and prerequisites have been properly met.
- Prior to the admission of a student, the student's parent or guardian will be required to provide documented proof of the date of birth of each registering student. Such proof may include, but is not necessarily limited to, any one of the following: (a) an original or certified true copy of the student's official birth certificate, or (b) a valid, unexpired passport which gives the student's date of birth, or (c) a sworn (notarized) affidavit of the student's correct date of birth, or (d) an official transcript from the last school attended which includes the student's date of birth, or (e) an original or certified true copy of the student's baptismal certificate which includes the student's date of birth.
- Students must be accompanied at registration by a parent or guardian. "Parent" means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. The parent or guardian will provide the following information for each registering student: (a) full name of the student, (b) full name, home address, and work address of each parent, guardian, or other person having custody or control of the minor student for the purpose of admission, (c) the home, work, and cellular telephone numbers of each parent,

- guardian, or other responsible adult or, in each case, the telephone number through which each person may be contacted at home and at work, (d) the name and telephone number of a person or persons who should be contacted in case of an emergency, (e) the name, address, and telephone number of the student's physician, clinic, or other person or agency where the student's medical records are located, (f) the date of registration, (g) the manner or type of admission. In addition, where there is more than one custodial parent, guardian, or other person having custody or control of the minor student, and not all such persons are Madison residents, an affidavit establishing the residency of such student shall be provided, along with any relevant court order regarding custody and / or residency.
- The principal or his / her designee responsible for admission and registration procedures may require the submission of evidence of residency. Such evidence may include, but is not necessarily limited to, the following:
    - Driver's license with address on front.
    - Three different utility bills.
    - Copy of purchase and sales agreement showing purchaser's name, address of property in Madison and closing date.
    - Copy of rental lease showing date rental begins and ends, names of parties renting the property, and name of owner.
    - Resident Affidavit – used in the event the incoming student resides with a family member or friend temporarily while awaiting housing in Madison. Affidavit must be completed by the Madison resident and notarized.
    - Parent/Guardian Affidavit – to be completed by a parent who does not reside in Madison because the child is living with another parent/guardian who does live in Madison. A copy of a court-ordered guardianship document is required or a notarized affidavit must be completed by the non-custodial parent.
    - Pupil / Student Affidavit – to be completed by a student over the age of eighteen (18) who resides in Madison and qualifies to attend high school. Parents may or may not reside in Madison; however, the student must reside in Madison.

- Exceptions from routine admission may be approved by the Superintendent on the basis of supporting evidence from physical and/or psychological examinations.
- The Board reserves the right to conduct a hearing to establish residency if the conditions of residency appear to be in question.

(cf 5060.1.2 Madison Public Schools – Nonresidents)

**Legal Reference:**            **Connecticut General Statutes**

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.

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