



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: April 8, 2022

RE: April 19 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
5111, "Admission/Placement"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 5111 based on the current recommendations of the Connecticut Association of Boards of Education (CABE) related to the current and updated requirements of the Connecticut State Department of Education (CSDE) for public school enrollment processes. The proposed changes are represented in red. Current Policies 5110 & 5112, which are duplicative, in purpose and language, of 5111, would be rescinded with this policy revision.

Students

Admission/Placement

~~Admission-General Principles~~

~~In accordance with Connecticut General Statute 10-186, the Woodbridge Board of Education shall provide education for all persons residing in the District who are five years of age and older, or who have attained age five on or before the first day of January of any school year, and who are under twenty-one years of age who are not graduates of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. The Woodbridge Board of Education recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.~~

~~District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year.~~ Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation, **gender identity or expression, or any other basis identified by State or federal law.** Students who are classified as homeless under federal law, **or an unaccompanied youth, as described in 42 USC 11434a,** and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age; the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

~~The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a homeless child or youth, or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Woodbridge Board of Education.~~

According to Connecticut General Statute [10-76d \(b2\)](#), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

~~The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies, on its website, or otherwise that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.~~

~~In order to determine a child's eligibility for multilingual education programs, parents/guardians of all new students enrolling for the first time, and all re-enrolling students who have not previously attended a Connecticut public school, must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.~~

Documents to Establish Age and Immunizations

~~Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, a State-issued identification document, a driver's license or passport, a parent's affidavit or unsworn statement as to a child's age, a physician's certificate verifying a child's age, or an immunization record. Completion of immunization and health assessment requirements is required prior to a child's attendance in~~

school, but is not considered prerequisite to enrolling a child who resides in the District and is of appropriate age to attend school. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Documents to Establish Residency

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, a mortgage document, a property tax record, a rent receipt, a homeowner's insurance record, a current utility bill, current proof of government benefits, a Connecticut's driver's license, or automobile registration or insurance record. An Affidavit of Residence, properly executed, shall also be acceptable. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians.

A student who resides in a dwelling located in more than one town shall be considered, for purposes of school attendance, a resident of each town in which the dwelling is located and may attend school in any one of such towns.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in Connecticut General Statutes 27-103, and who is seeking enrollment in a district school, the Board shall accept as proof of residency the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut.

Special Circumstances

A student whose family intends to become residents of Woodbridge by December 31 of a given school year may enroll in the Woodbridge School District at the start of that school year by presenting evidence that such residence will be established. Evidence shall include: ownership of property approved as a building site and a signed construction contract stating that the home will be ready for occupancy prior to December 31, or a binding lease agreement to rent a home in Woodbridge with occupancy prior to December 31, or a binding agreement to purchase a home in Woodbridge, such binding agreement clearly stating "closing" to occur prior to December 31. Any such evidence shall be presented as a sworn or notarized affidavit. Until the family takes residence in Woodbridge, responsibility to transport the student to school will be the family's. Failure to ultimately establish residence by December 31 would obligate the family to be liable for payment of full tuition costs from the date of the student's entry in the district's school. Tuition, including the payment of any delinquent or liable tuition, would then need to be paid monthly for the child to be eligible to continue in school until residency is established. Tuition cost would be determined by the Business Office based on the general education per-pupil cost. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months.

A student whose family moves from Woodbridge after February 1 of a given school year may complete that year in the Woodbridge School District, but the student's family is responsible for the student's transportation to and from school.

Children of school age who are not residents of Woodbridge but who are permanent residents with adult relatives or non-relatives who are bona fide residents of Woodbridge shall be entitled to free school accommodations provided by the Woodbridge Board of Education provided that the child's residence in Woodbridge: (1) is to be permanent; (2) is provided by the Woodbridge relative or non-relative without payment or compensation by the child's parent or legal guardian and; (3) is not for the sole purpose of attending Woodbridge Public Schools.

Connecticut General Statute 10-253d addresses the circumstances of children who are permanent residents in the homes of relatives or non-relatives citing conditions of residence as being permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The statute also provides that the local Board of Education may require documents from the parent or guardian, the relative or non-relative, the emancipated minor, or the student 18 years of age or older, in the form of an affidavit attesting to residency under conditions not in conflict with Connecticut General Statute 10-253(d). The transportation of a child to Woodbridge from a parent's residence in another community does not qualify as residency (if the child actually resides in the other parent's community).

The Superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Woodbridge relative or non-relative attesting to the child's residence in Woodbridge. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the

term "permanent" shall be defined as the intent by the non-resident student, the Woodbridge relative or non-relative, and the student's parent or guardian that said student intends to reside in Woodbridge indefinitely.

The Superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Woodbridge prior to enrollment of their child in the Woodbridge Public Schools. The Superintendent may also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge from time to time.

The Superintendent shall also require that emancipated minors produce appropriate documentation of their emancipated status, and of their residency.

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend Woodbridge Public Schools and may seek civil remedies to collect any unpaid assessments of tuition.

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge. Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

Children in temporary shelters in Woodbridge shall be entitled to free school accommodations from either Woodbridge, or the school district in which the child would otherwise reside. Upon notification from Woodbridge, the school district in which the child would otherwise reside shall either pay tuition to Woodbridge or shall continue to provide educational services, including transportation, to such child (Connecticut General Statute 10-253(d)). The Superintendent shall require proof of residency in the temporary shelter.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from ~~the either~~ Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

The parent or person having control of a child ~~sixteen or~~ seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a ~~guidance school~~ counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

A child~~ren~~ who has~~ve~~ attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Note: When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students of non-resident employees may attend district schools as per benefits that may be provided by the relevant collective bargaining agreement.

Placement

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

(cf. [0521](#) - Nondiscrimination)

(cf. 5112 - Ages of Attendance)

(cf. 5118.1 - Homeless Students)

(cf. 5141 - Student Health Services)

(cf. 6171 - Special Education)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-15](#) Towns to maintain schools

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

[10-76a](#) - [10-76g](#) re special education

[10-184](#) Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session)

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.

[10-220h](#) Transfer of student records, as amended.

P.A. 11-115 An Act Concerning Juvenile Reentry and Education

[10-233a](#) - [10-233f](#) Inclusive; re: suspend, expel, removal of pupils

[10-233c](#) Suspension of pupils

[10-233d](#) Expulsion of pupils

[10-233k](#) Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

[10-261](#) Definitions

State Board of Education Regulations

[10-76a-1](#) General definitions (c) (d) (q) (t)

[10-76d-7](#) Admission of student requiring special education (referral)

[10-204a](#) Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

[10-253](#) School privileges for children in certain placements, non-resident children, children in temporary shelters, homeless children, and children in juvenile detention facilities.

PA 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools . . .

“Guidance for Connecticut School Districts: Enrollment Process and Practice,” Connecticut State Department of Education,” December 2019

Policy adopted: March 17, 2014

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

Students

Ages of Attendance

~~In accordance with Connecticut General Statute [10-186](#), the Board of Education shall provide education for all persons five years of age and older, having attained age five on or before the first day of January of any school year, and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes [10-233c](#) and [10-233d](#). Additionally, according to Connecticut General Statute [10-76d](#) (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.~~

~~Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities and options available in the school system and in the community.~~

~~The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.~~

~~The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.~~

~~The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.~~

~~A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.~~

~~A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.~~

~~(cf. [5111](#)— Admission/Placement)~~

~~(cf. [5118.1](#)— Homeless Students)~~

~~(cf. [5118.3](#)— Children in Foster Care)~~

~~(cf. [5112](#)— Ages of Attendance)~~

~~(cf. [6146](#)— Graduation Requirements)~~

Legal Reference: Connecticut General Statutes

[10-15](#) Towns to maintain schools

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year-olds

~~10-76a—10-76g re special education~~

~~10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15~~

~~10-186 Duties of local and regional boards of education re school attendance. Hearings. (Amended by PA 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)~~

~~Appeals to State Board. Establishment of hearing board~~

~~10-233a—10-233f Inclusive; re: suspend, expel, removal of pupils~~

~~10-233c Suspension of pupils~~

~~10-233d Expulsion of pupils~~

~~State Board of Education Regulations~~

~~10-76a-1 General definitions (c) (d) (q) (t)~~

~~McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95~~

~~Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016~~

Policy adopted: October 21, 2019

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Students

Attendance Eligibility

All children who are residents of Woodbridge and who meet legislated age requirements may attend the Woodbridge Public Schools. Non-resident tuition students will not be accepted, except as noted below:

When doubt arises as to whether a child is residing in the school district, the burden of proof of residence shall rest with the family.

A student whose family intends to become residents of Woodbridge by December 31 of a given school year may enroll in the Woodbridge Public Schools at the start of that school year by presenting evidence that such residence will be established. Evidence shall include ownership of property approved as a building site and a signed construction contract which states that the home will be ready for occupancy prior to December 31; or a binding lease agreement to rent a home in Woodbridge with occupancy prior to December 31; or a binding agreement to purchase a home in Woodbridge which clearly states "closing" to occur prior to December 31. In each case such evidence shall be presented as a sworn or notarized affidavit.

Failure to establish residence by December 31 means that the family is liable for payment of full tuition costs from the date of entry in the school. Tuition must be paid monthly in advance for the child to be eligible to continue in school until residency occurs, including the payment of any delinquent or liable tuition. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months.

Per pupil cost is defined as the previous year's total district budget minus transportation costs and out-of-district special education costs divided by the previous year's enrollment as of June first.

Students of non-resident employees may attend the Woodbridge Public Schools as per benefits provided by the employee bargaining unit contract. Handicapped students from other public school systems may attend the Woodbridge Public Schools in accordance with terms agreed to by the Woodbridge Board of Education and the respective school system at a tuition appropriate for the services provided.

A student whose family moves from Woodbridge after February first of a given school year may complete that year in the Woodbridge Public Schools, but must provide his/her own transportation to and from school.

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: March 17, 2014

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

Students

Attendance Eligibility Resident and Non-Resident Students

I. Resident Students

A. Children of school age who are bona fide residents of Woodbridge are entitled to school accommodations provided by the Woodbridge Board of Education without payment of tuition.

B. A bona fide resident for purposes of this policy is defined as:

Any child who is residing with his or her parents or parent who is a bona fide resident of Woodbridge; or

Any child who is a permanently residing with a legally appointed guardian who is a bona fide permanent resident of Woodbridge.

A legally emancipated minor or a student eighteen (18) years of age or older who is a bona fide resident of Woodbridge.

C. A student who resides in a dwelling located in more than one town shall be considered, for purposes of school attendance, a resident of each town in which the dwelling is located and may attend school in any one of such towns. "Dwelling" means a single, two or three family house or a condominium unit.

H. Non-Resident Students

Children of school age who are not residents of Woodbridge but who are permanent residents with adult relatives or non-relatives who are bona fide residents of Woodbridge, shall be entitled to free school accommodations provided by the Woodbridge Board of Education provided that the child's residence is in Woodbridge: (1) is to be permanent; (2) is provided by the Woodbridge relative or non-relative without payment or compensation by the child's parent or legal guardian and; (3) not for the sole purpose of attending Woodbridge Public Schools.

Connecticut General Statute 10-253d addresses the circumstances of children who are permanent residents in the homes of relatives or non-relatives citing conditions of residence as being permanent, provided without pay and not for the sole purpose of obtaining school accommodations. The statute also provides that the local Board of Education may require documents from the parent or guardian the relative or non-relative, emancipated minor or student 18 years of age or older, in the form of an affidavit attesting to residency under conditions not in conflict with Connecticut General Statute 10-253(d). The transportation of a child to Woodbridge from a parent's residence in another community does not qualify as residency (if the child actually resides in the other parent's community).

The Superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Woodbridge relative or non-relative attesting to the child's residence in Woodbridge. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the term "permanent" shall be defined as the intent by the non-resident student, the Woodbridge relative or non-relative, and the student's parent or guardian that said student intends to reside in Woodbridge indefinitely.

The Superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Woodbridge prior to enrollment of their child in the Woodbridge Public Schools. The Superintendent may also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge from time to time.

The Superintendent shall also require that emancipated minors produce appropriate documentation of their emancipated status, and of their residency.

In the event it is determined by the Superintendent of Schools that a child is not a legal resident of Woodbridge and is not entitled to be provided free school accommodations by the Woodbridge Board of Education, the parent or guardian of the child has a right to request a hearing before the Woodbridge Board of Education regarding this issue (Connecticut General Statute Section 10-186).

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend Woodbridge Public Schools and may seek civil remedies to collect any unpaid assessments of tuition.

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge. Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

Children in temporary shelters in Woodbridge shall be entitled to free school accommodations from either Woodbridge, or the school district in which the child would otherwise reside. Upon notification from Woodbridge, the school district in which the child would otherwise reside shall either pay tuition to Woodbridge or shall continue to provide educational services, including transportation, to such child. (Connecticut General Statute 10-253(d)). The Superintendent shall require proof of residency in the temporary shelter.

III. Future Residents

Children of parents or guardians who have contracted for the occupancy of a home in Woodbridge, in which these

children will be domiciled, may be admitted to the schools if the parents show proof of contract. For purposes of this condition only, registration of a child(ren) at Beecher Road School prior to the issuance of a Certificate of Occupancy will require a tuition assessment in the amount of the annual per pupil expenditure pro-rated and assessed on a monthly basis. The family must show proof of expected occupancy prior to December 31st of the year of admission. If the Woodbridge Building Inspector has not issued a certificate of occupancy to the family by December 31st, at the discretion of the Board of Education, tuition will be charged and assessed for the period extending from the last monthly assessment through the last day of the school year. A payment of the full amount for the balance of the year will be due on the first business day of January following December 31.

The privilege, in no case, shall extend beyond one school year (September 1 to June 30).

Parents or guardians shall provide transportation for these students until the family takes residence in Woodbridge.

IV. Former Residents

Regularly enrolled children of families who have moved out of the school district after February 1 of the current school year may complete that school year. Parents are to provide transportation for any period in which the child does not reside in Woodbridge.

No former resident will be required to pay tuition during the remainder of the school year during which the parent pays local property taxes on his/her former residence.

V. Special Education

The Planning and Placement Team may accept into the special education program a non-resident student sponsored by a public school system subject to space availability and subject also to the sponsoring town assuming the pro-rata expenses for transportation and education of such a student, including some minor provision for administrative expense.

Legal References: 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 children in certain placements, non-resident children and children in temporary shelters.

P.A. 97-31 An Act Concerning Residences Located in Two Towns and Responsibility for Education.

Regulation approved: March 17, 2014

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

AFFIDAVIT OF RESIDENT FOR ENROLLMENT IN THE WOODBRIDGE SCHOOL DISTRICT

To be Completed by Custodial Parent or Legal Guardian

I, (We) _____, being duly sworn, hereby declare that I am (we are) legal resident(s) of the Town of Woodbridge and I am (we are) currently sharing a legal residence at _____ Woodbridge with the family who are also legal residents of the Town of Woodbridge. My child _____ is also residing with me at this residence. I swear that this address is my bona fide residence and that my child is not residing at the above address for the sole purpose of attending the Woodbridge Public Schools.

I hereby certify that all of the statements contained in this statement are true and correct to the best of my knowledge and belief.

I (we) hereby agree, that pursuant to Connecticut General Statute Section 10-186, if it is determined that my child is not entitled to be provided school accommodations in Woodbridge without payment, I agree to pay to the Woodbridge Board of Education tuition for the period that my child was attending Woodbridge Public Schools and was not entitled to school accommodations in Woodbridge.

Date _____ Signature of Parent or Guardian

STATE OF CONNECTICUT)

_____) SS _____, 20 _____

COUNTY OF _____)

Personally appeared

_____ and made oath to

the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of

_____, 20____

Notary Public

My Commission Expires _____

A new affidavit must be executed annually in cases where lease agreements are for 1 year only.

WOODBRIAGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

AFFIDAVIT OF RESIDENT FOR ENROLLMENT IN THE WOODBRIAGE SCHOOL DISTRICT

To be Completed by Custodial Parent or Legal Guardian

I, (We) _____, being duly sworn, hereby declare that I am (we are) the custodial parent(s), or legal guardian of _____ and that we reside at _____ Woodbridge. I approve the arrangement whereby my child will reside with _____ on a permanent basis and that no compensation or other financial reimbursement will be paid to _____ for the care and/or support of my child and that my child is not residing with _____ for the sole purpose of attending Woodbridge Public Schools.

I (We) hereby certify that all of the statements contained in this statement are true and correct to the best of my knowledge and belief.

I (We) hereby agree, that pursuant to Connecticut General Statute 10-186, if it is determined that my child is not entitled to be provided school accommodations in Woodbridge without payment, I agree to pay to the Woodbridge Board of Education tuition for the period that my child was attending Woodbridge Public Schools and was not entitled to school accommodations in Woodbridge.

Date _____ Signature of Parent or Guardian

STATE OF CONNECTICUT)

_____) SS _____, 20 _____

COUNTY OF _____)

Personally appeared

_____ and made oath to

the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of

_____, 20 _____

Notary Public

My Commission Expires _____

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

AFFIDAVIT OF RESIDENT FOR ENROLLMENT IN THE WOODBRIDGE SCHOOL DISTRICT

To be Completed by Bona Fide Legal Resident

I, (We) _____, being duly sworn, hereby declare that I am (we are) bona fide legal resident(s) of the Town of Woodbridge, and reside on a permanent basis at the home I (we) own at _____ that _____ will be residing with me (us) on a permanent basis; and I (we) will not receive any compensation or other financial reimbursement for housing the above named child so (s)he can attend Woodbridge Public Schools; and that the above named child is not living with us for the sole purpose of attending the Woodbridge Public Schools.

I (We) hereby certify that all of the statements contained in this statement are true and correct to the best of my (our) knowledge and belief.

Date _____ Signature _____

Signature _____

STATE OF CONNECTICUT)

_____) SS _____, 20 _____

COUNTY OF _____)

Personally appeared

_____ and made oath to

the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of

_____, 20 _____

Notary Public

My Commission Expires _____

Non-Resident Student Living With Resident of Woodbridge

Bona Fide Legal Resident Must Sign

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

AFFIDAVIT OF RESIDENT FOR ENROLLMENT IN THE WOODBRIDGE SCHOOL DISTRICT

To be Completed by Bona Fide Legal Resident

I, (We) _____, being duly sworn, hereby declare that I am (we are) bona fide legal resident(s) of the Town of Woodbridge, at _____ and residing on a permanent basis under a Residential Lease Arrangement at the above stated address. In support of this affidavit, (I, we) submit a notarized copy of the Lease Agreement and rent receipts reflected by the most recent three (3) months.

I (We) hereby certify that all of the statements contained in this statement are true and correct to the best of my (our) knowledge and belief.

Date _____ Signature _____

Signature _____

STATE OF CONNECTICUT)

_____) SS _____, 20 _____

COUNTY OF _____)

Personally appeared

_____ and made oath to the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of

_____, 20 _____

Notary Public

My Commission Expires _____

**Lease/Rental Arrangement
Bona Fide Legal Resident Must Sign**

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

AFFIDAVIT OF RESIDENT FOR ENROLLMENT IN THE WOODBRIDGE SCHOOL DISTRICT

To be Completed by Landlord

I, (We) _____, being duly sworn, hereby declare that I am (we are) the Landlord of the property located in the Town of Woodbridge, at _____ and that _____ is residing on a permanent basis under a Residential Lease Arrangement at the above stated address. In support of this affidavit, (I, we) submit a notarized copy of the Lease Agreement and rent receipts reflected by the most recent three (3) months. I agree to notify the Woodbridge School District when the above stated individual(s) vacate these premises or cease to reside at the above stated location.

I (We) hereby certify that all of the statements contained in this statement are true and correct to the best of my (our) knowledge and belief.

Date _____ Signature _____

Signature _____

STATE OF CONNECTICUT)

_____) SS _____, 20 _____

COUNTY OF _____)

Personally appeared

_____ and made oath to the truth of the foregoing statement.

Subscribed and sworn to before me this _____ day of

_____, 20 _____

Notary Public

My Commission Expires _____

Lease/Rental Arrangement - Landlord Must Sign

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

~~POSSIBLE ILLEGAL RESIDENT~~

~~TO: Superintendent~~

~~FROM: Principal~~

~~DATE:~~

~~Name of Student: _____~~

~~Parent/Guardian: _____~~

~~Stated Address: _____~~

~~Telephone: _____~~

~~PLEASE CHECK WHERE APPROPRIATE AND IMMEDIATELY FORWARD TO CENTRAL OFFICE~~

~~Parent/Guardian has failed to comply with the request for residency verification information.~~

~~I have concluded that the above named student may be a nonresident student. Attached is all of the information and/or evidence that supports my position.~~

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

REPORT OF NON-RESIDENT STUDENT

TO: Principal

FROM: Superintendent

DATE:

On _____ it was reported to me that

of _____ may be non-resident student attending the Woodbridge Public Schools.

The information acquired is as follows:

Please investigate and report your findings back to me by _____

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

PROOF OF RESIDENCY FOR PURPOSE OF SCHOOL ATTENDANCE

As evidence of residency, a registrant shall provide the school official with two or more of the most recent documents.

A. Court Document _____

B. Mortgage Receipt _____

C. Rent Receipt (and Pertinent Provisions of Lease) _____

D. If the student living with you is from another town, you must call the school principal and ask for Forms B & C, which must be filled out by you and the parents/guardians of the student. Both forms must be notarized and returned to the school promptly.

E. If your family is living with or sharing the same residence with a Woodbridge resident, you must call the school principal and ask for Form A.

ATTACH ABOVE DOCUMENTS TO THIS FORM AND RETURN DIRECTLY TO THE SCHOOL PRINCIPAL. ALL DOCUMENTATION PROVIDED WILL BE HELD CONFIDENTIAL.

Date _____ Signature of Parent/Guardian

CHILDREN ATTENDING WOODBRIDGE SCHOOLS: (Name, Age, School)

To the School Principal:
Please verify all attached documents, sign this form, and place into student's permanent Record files.

Date _____ Verify By _____
School Principal

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

LETTER 1

Date:

Dear:

This letter is to advise you that after investigation, I have determined that your child(ren) _____ is (are) not a legal resident of the Town of Woodbridge and is (are) not entitled to be provided with free school accommodations by the Woodbridge Board of Education. Further, since you are a legal resident of _____, your child is entitled to free public school accommodations in _____.

Please be advised that pursuant to Section 10-186 of the Connecticut General Statutes, you are entitled to request in writing a hearing before the Woodbridge Board of Education with respect to this issue. The Board will hold the hearing within ten days after receipt of your written request.

If I do not receive a written request for a hearing within ten days from receipt of, or refusal to receive, this letter, I will assume that you are not proceeding with a hearing. You should make arrangements promptly for the transfer of your child from the Woodbridge Public Schools.

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

Sincerely,

Superintendent

cc: Superintendent of Schools

_____(School system child should be attending)

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

Date:

Dear Parents/Guardians:

The Woodbridge Board of Education has a Proof of Residency Policy. The purpose of this policy is to ensure that the educational programs offered by the Board reach those students who are legitimately entitled to receive them.

It is not our intent to deprive any student of his/her educational rights, but it is our responsibility to make sure that the educational programs paid for by the tax dollars of Woodbridge are offered only to legal residents of Woodbridge. We respectfully request your assistance to carry out this mandate. Attached you will find several items as follows:

A description of the policy (this is for your records).

A Proof of Residency Form which lists several items that can be submitted as proof of our residency (you only have to submit copies of two items). Please feel free to black out any information on the utility bill, rent receipt, mortgage receipt, etc. that you wish to maintain as private information. Please sign this form.

Only one form per family is necessary, but all children attending Woodbridge Public Schools should be listed.

This letter and attached information is being mailed to your home address to make sure that you receive it promptly. If you have any questions about the information requested, please do not hesitate to call your school principal.

I want to thank you for your cooperation and understanding.

Sincerely yours,

Superintendent

WOODBIDGE BOARD OF EDUCATION

Woodbridge, Connecticut 06525

Date:

Dear Parents/Guardians:

The Woodbridge Board of Education has a Proof of Residency Policy. The purpose of this policy is to ensure that the educational programs offered by the Board reach those students who are full-time residents of the Town of Woodbridge. (Full-time means a child is domiciled in the Town of Woodbridge day and night). Legal exceptions will be considered on a case-by-case basis.

It is not our intent to deprive any student of his/her educational rights, but it is our responsibility to make sure that the educational programs paid for by the tax dollars of Woodbridge are offered only to those entitled to them. The Superintendent shall also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge prior to January 1st of the year in which their child is enrolled in third grade.

Please complete the enclosed forms and return to the Principal's Office within two weeks of your receipt of this letter.

I want to thank you for your cooperation and understanding.

Sincerely yours,

Superintendent

Enclosures