

STUDENTS**5118****SCHOOL ENROLLMENT**

Any child who is a resident of Manchester is entitled to a free public school program in the Town of Manchester. Connecticut general statutes 10-186, 10-220 and 10-15c require the Board of Education of the Town of Manchester to provide school accommodations so that each child five years of age and over who reaches age five on or before the first day of January of any school year and up to twenty-one years of age who is residing in Manchester and who is not a graduate of a high school or vocational school may attend school. Also Connecticut general statutes 10-76a and 10-76d (b) (2) requires school accommodations for children who reside in Manchester and who have not attained school age and require special education whose degree and type of disability, based on evaluation by the placement and planning team, is such that their educational potential will be irreparably diminished without special education services at three years of age.

No child shall be enrolled in school until the criteria of age and residency are met. The Superintendent's designee shall investigate all questions of residency and age and make a recommendation to the superintendent as to the child's eligibility for school accommodations in Manchester Public Schools. If the child or his or her guardian(s) disagree with the decision of the superintendent, they may appeal to the Manchester Board of Education. The burden of proof in student residency disputes shall be on the party claiming residency (sec. 10-186(b) (1)).

For matters regarding the removal from district rolls, refer to policy #5112.4 - Disenrollment.

Legal Reference:	Connecticut General Statutes:	10-186
		10-15C
		10-220
		10-76A
		10-76D (B) 2

Adopted:	October 10, 1973
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	April 26, 1993
	September 12, 1994
	March 8, 2004
	June 22, 2009
	November 28, 2016

SCHOOL ENROLLMENT PROCEDURES - ADMINISTRATIVE GUIDELINES

- I. By Connecticut statute, the Town of Manchester is required to provide school accommodations to students who are permanent residents of Manchester. **NO CHILD SHALL BE ENROLLED IN SCHOOL UNTIL THE FOLLOWING CRITERIA ARE MET:**
- A. Any student wishing to enroll in the Manchester Public Schools who is of appropriate age, as defined by statute, is entitled to a free public school program in the Town of Manchester providing the following criteria are met:
1. For each child 5 years of age and over who reaches age five on or before the first day of January of any school year and up to 21 years of age who is not a high school or a vocational school graduate.
 2. For children who have not attained school age and require special education whose degree and type of exceptionality, based on evaluation by the Placement and Planning Team, is such that their educational potential will be irreparably diminished without special education at an early age.
- B. Any student wishing to enroll in the Manchester Public Schools who is a resident is entitled to a free public school program in the Town of Manchester. The burden of proof in student residency disputes shall be on the party claiming residency.

For the purposes of determining "permanent residency" and whether such residency is "provided without pay", the board of education and administration adheres to the following stipulations:

1. The child resides full time, typically seven (7) days per week, with parent(s) or legal guardian(s) who is a resident of the Town of Manchester. Parents or guardians of students transferring to the Manchester schools for the first time, or registering for the first time, must submit evidence of Manchester residency on the ENROLLMENT VERIFICATION OF RESIDENCY FORM using such evidence as defined on the attached Proof of Residency Chart.
2. The child resides with someone, other than parent(s) or legal guardian(s), who is a resident of Manchester and it is the intent of the student or his or her parents, and the persons with whom the child resides in Manchester, that
 - a. the residence is to be permanent and full time, typically seven (7) days per week.
 - b. the residence is provided to the student without pay to those providing it and not for the sole purpose of obtaining school accommodations provided by the school district.

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- c. The parent/guardian and Manchester resident must complete the Residency Affidavit and submit all necessary documents for review prior to approval. The District Residency Office may request additional information.
 - d. The District Residency Office may request legal guardianship documentation prior to enrollment when reasons for residency with a non-legal guardian or parent are unclear and questionable.
 - e. Unusual circumstances such as parent/guardian deployment in the military, parent/guardian illness etc. may only be approved by the district residency office. Supplement documentation or proof of unusual circumstances may be requested.
3. The student is residing in a facility or home as a result of placement by a public agency other than a local or regional board of education except as provided in 10-253(b).
 4. An emancipated minor shall submit appropriate court documents regarding the emancipation decree as well as evidence of Manchester residency.
 5. The student is an immigrant, regardless of status, residing in Manchester.
 6. The student is living in a temporary shelter in the Town of Manchester and the school district where the child would otherwise reside cannot be identified. If the school district can be identified, Manchester Board of Education must notify the school district where the child would otherwise reside so that it may determine whether to transport the child to that district or to pay tuition to Manchester Public Schools.
 7. The student is residing in a safe house such as a shelter for battered women or under a witness protection program where no name or address may be used, the child may be registered as a resident of Manchester provided appropriate health documents and documentation of age are provided. Verbal confirmation, if available, from such a shelter director or a representative of the Connecticut Chief State's Attorney's Office is adequate proof of residency.

8. The student meets the criteria for being considered homeless as contained in federal and state regulations and the parent requests continued enrollment in Manchester Public Schools or the child moves in from another LEA and the parent requests enrollment in Manchester Public Schools. Manchester, the LEA where the parent temporarily resides and/or the nexus town determines transportation and cost.
9. Students who meet the criteria for homelessness under the McKinney-Vento Homelessness Act (Refer to Policy 5118.1) should complete the “McKinney-Vento Intake Form” which should be forwarded to the District Homeless Liaison. The District Homeless Liaison may ask for additional information and/or documentation.

ENROLLMENT FORMS:

1. **“Enrollment Verification of Residency Form”** should be submitted by a parent or legal guardian for new enrollees, transfers within the school district and/or change of addresses. In addition to completing this form approved proof of residency must also be provided.
2. **“Residency Affidavit Form”** should be completed for any student who claims residence in Manchester and is not residing with his or her parent(s) and whose parents are not residing in Manchester. The student, parent and person with whom the student is living with must fill out this form together. This form is only valid for the current academic school year. It must be renewed yearly by completing the renewal form and approved yearly by the District Residency Office. If it is not renewed or the student’s parent/guardian does not establish residency in Manchester the student will be subject to disenrollment from Manchester Public Schools. Final approval of this affidavit will only be given by the District Residency Office. Unusual circumstances may only be granted by the District Residency Office.
3. **“Certification of Residency Form”** is required if the parent/guardian and student(s) are residing in Manchester and do not have proof of residency. In such cases this form must be forwarded to the district residency office for review and prior approval before enrollment. An investigation will be conducted and supplemental information may also be requested.

This form is also used when the parent/guardian and the student(s) cannot provide proof but are claiming to live with a legal Manchester resident. The Manchester resident must provide proof of their residency prior to enrollment and are subject to bills for tuition reimbursement if found to be fraudulently claiming the student is residing with them.

This form is only valid for the current academic school year. It must be renewed yearly by completing the renewal form. If it is not renewed or the student’s parent/guardian does not establish residency in Manchester, then the student will be subject to disenrollment from Manchester Public Schools. This form is usually only approved for renewal one time. It is assumed that the parent/guardian will be able to provide the district with proof of residency documentation after one academic year of residency in Manchester.

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4. **“Residency Affidavit and Certification of Residency Renewal Form”** must be completed annually to renew Residency Affidavits and Confirmation of Residency forms. In addition to renewing this form, updated approved proof of residency must be provided. This form is usually only renewable one time. It is assumed that the parent/guardian will be able to provide the district with proof of residency documentation after one academic year of residency in Manchester. All renewal forms should be forwarded to District Residency Office for review prior to approval.
5. **“Request for Residency Confirmation and Report Form”** this form will be filled out by a school administrator and/or designee when residency is in question, when residents cannot provide appropriate proof and/or students have unusual residency circumstances that need to be investigated by the District Residency Office for final approval or non-approval.
6. **“McKinney-Vento Intake Form”** this form should be completed by parents/guardians of homeless students. This form provides the district with contact information, basic information about their homeless status, living arrangements, mobility, programs student may qualify for, and transportation needs.

In the event that there is a question as to whether or not the above requirements have been met, the matter shall be referred by the building principal, or other proper school authority, to the Department of Pupil Personnel Services for resolution and the Superintendent’s designee shall investigate and either verify residency of parent or guardian and child or document reasons to deny educational accommodation on the basis of residency. Appropriate documentation of residency or non-residency shall be in writing. A copy of each report shall be filed in the offices of the Director of Pupil Personnel Services or designee and with the building principal in the cumulative file. A copy of the report shall also be made available to the parents and the persons with whom the child resides in Manchester, and to the student who is 18 or older or emancipated upon request.

WHEN DENIAL OF EDUCATIONAL ACCOMMODATION IS MADE ON THE BASIS OF RESIDENCY, THE PARENT OR GUARDIAN, AN EMANCIPATED MINOR OR STUDENT 18 YEARS OF AGE OR OLDER, SHALL BE INFORMED OF HIS OR HER RIGHT TO DUE PROCESS AND TO REQUEST A HEARING BY THE BOARD OF EDUCATION IN ACCORD WITH SEC. 10-186(1)(b).

- II. Procedures for due process hearing upon denial of free accommodations in the Manchester Public Schools.

Entitlement to free school accommodations for students applying for enrollment or attending the Manchester Public Schools shall be determined in accordance with state law and Manchester Board of Education policy as set forth in the following procedures.

- A. In the event the administration seeks denial of admission or disenrollment under any such provisions, the Superintendent’s designee shall conduct an investigation. Upon the approval of and/or consultation with the Superintendent or his or her designee, provide a statement of the basis for a determination of ineligibility, notice of the right to a hearing,

and notification to the board under whose jurisdiction the investigator believes the child's schooling belongs.

Notice to the child who is over eighteen, or to an emancipated minor, or to a parent or guardian shall be by certified mail, return receipt requested, or service delivered in hand, and shall include a request that said child, parent or guardian notify the board of his or her intention to request a hearing in writing within ten (10) school days of receipt of notice. In the case of a request for a hearing on disenrollment, such notice shall inform the child, parent, or guardian of his or her right to request that the child continue attending Manchester Public Schools pending the hearing. If no such request is received in ten (10) school days, the child will be denied admission or be disenrolled.

- B. In the event that a hearing is requested, the Board of Education shall conduct a hearing in accordance with section 10-186 of the Connecticut General Statutes, and make a finding within ten (10) days of the hearing. The burden of proof in student residency disputes is on the party claiming residency.
- C. At such hearing, the parent, guardian, or other person with whom the child allegedly resides or the emancipated minor or child over eighteen shall have the right and choice of representation at their own expense, i.e. at no cost to Manchester Board of Education; all witnesses may be sworn, and any oral or documentary evidence may be received, but the board may exclude irrelevant, immaterial or unduly repetitious evidence. At such hearing, opportunity shall be afforded all parties to present evidence, cross-examine witnesses and make argument on all issues involved. A representative of the board in whose jurisdiction the Manchester Public Schools believes the child's schooling belongs may attend and participate to the extent provided by law.
- D. Any person aggrieved by the finding of the board shall upon request, be provided with a tape recording or a transcript of the hearing, within thirty (30) days after said request, and may take an appeal from the finding to the State Board of Education. If an appeal to the state board of education is not taken within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Manchester Board of Education shall be final.
- E. For students who are already enrolled in Manchester Public Schools, throughout the pendency of the appeal for disenrollment, the child, on request of his or her parent(s) or guardian, may continue in attendance in Manchester Public Schools.
- F. Upon the final decision of the State Board of Education hearing board, the Manchester Board of Education shall be subject to the findings and orders of the hearing board.

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- G. Where it is determined that the child was not eligible for free accommodations in Manchester, Manchester may collect reimbursement from the parent or guardian for any assessed costs of said schooling to the extent of its remedies at law or equity, as provided in Conn. Gen. Stat. Section 10-186 (b) (4).

III. Nonresident students may be accepted as tuition students in the schools under the following conditions:

- A. Space is available in an appropriate program.
 - B. The sending school district or the parents and/or guardian will be responsible for the payment of tuition fee to be established by the Board and revised as changes in cost indicate
 - C. Transportation, where needed, will be the responsibility of the sending school district or the parent(s) and/or guardian(s).
 - D. The minimum tuition charge will be equal to $\frac{1}{4}$ of the previous years per pupil expenditure. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal educational needs will be paid by the sending district or the parents and/or guardian.
 - E. Admission is probationary, subject to periodic review and must be approved annually. Such students are required to follow all school rules and are subject to disciplinary action in accordance with Manchester Board of Education Policy 5144 and Connecticut General Statute 10-233c and 10-233d. Should a student be expelled by the Board of Education, tuition paid shall be refunded on a proportionate basis and the student shall be disenrolled.
 - F. At the sole discretion of the Manchester Board of Education, students who are residents of nations other than the United States may be admitted without payment of tuition under recognized foreign student exchange programs in which students are accepted on an equivalent basis in foreign countries.
- 1. Students holding a valid J-1 visa, which is a student exchange visa, who are residing with a host family in Manchester, may be admitted at the discretion of Manchester Board of Education.

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2. The student entering the country with a valid F-1 or M-1 visa from Immigration and Naturalization Services may be admitted at the discretion of Manchester Board of Education if INS requirements are also met. Students with an F-1 Student Visa or an M-1 Vocational Training Visa must have documents from INS before they may attend school.
- G. A tuition rate of one half (1/2) of the full tuition rate will be charged for attendance at Manchester High School under the following circumstances:
1. the student has begun the junior year (11th grade defined as having at least 9.0 credits as a resident student)
 2. the student has been in the Manchester Public Schools continuously since at least the seventh (7th) grade
 3. enrollment is in courses on a "space available" basis
 4. transportation is the responsibility of the student and/or his or her parent(s) or guardian
 5. the student continues to live with his or her parent(s) or legal guardian.
- H. No other nonresident students will be admitted without tuition with the exception that students entering or in their senior year at Manchester High School will be permitted to complete their high school education without charge.

Children of Manchester Board of Education employees will be accepted at any grade level at an annual tuition rate of ½ the non-resident tuition rate described above. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal educational needs will be paid by the sending district or the parents and/or guardian.

Parents desiring out-of-district attendance permits for their children shall make written application to the office of the Superintendent.

Forms regarding enrollment eligibility and residency, including sample letters, are available through the Department of Pupil Personnel Services.

Revised: August 4, 2000
March 8, 2004
October 23, 2006
June 22, 2009
December 15, 2010
November 28, 2016

STUDENTS**5118****REGISTRATION INSTRUCTIONS**

In order to register your child, you must bring the following documents with you:

- **CHILD’S LEGAL BIRTH CERTIFICATE** (full size only, not wallets) **OR PASSPORT** (only for foreign students who cannot provide birth certificates)
- **CONNECTICUT STATE HEALTH ASSESSMENT (BLUE FORM)**
- **PARENT OR GUARDIAN PHOTO IDENTIFICATION** – Driver’s License, State ID or Passport
- **LEGAL or TEMPORARY GUARDIANS** – must provide valid official court or state documentation of guardianship (temporary guardianship forms are usually only valid for one year, must be renewed yearly and submitted to school).
- **MANDATORY – PROOF OF RESIDENCY** (See Proof of Residency Chart) – In order to verify district residence, a student over 18, a student’s parent(s)/guardian(s), or an emancipated minor must provide three documents; at least one document from Column 1, and two documents from Column 2 or Column 3 with their name and valid Manchester address on it.

Column 4 will be required only for certain circumstances noted below:

Note: At times, other forms of documentation or residency checks may be requested by school personnel to verify district residency such as when residency is in question, when residents cannot provide appropriate proof or students have unusual circumstances. In these cases the district will ask for documents and/or proof outlined in Column 4. (The District Residency Office will make the final decision if enrollment will be approved or denied.)

Manchester Public Schools

Proof of Residency Chart

In order to verify district residence, a student over 18, a student's parent(s)/guardian(s), or an emancipated minor must provide **three** total documents: at least one document from Column 1 and two documents from Column 2 or Column 3 with their name(s) and valid Manchester address on it. Column 4 will be required only for certain circumstances noted on page 9 of District Enrollment Policy 5118.

Column 1	Column 2	Column 3	Column 4 (Supplemental proof when residency is in question, lack of information or unclear)

<p align="center">Column 1</p>	<p align="center">Column 2</p>	<p align="center">Column 3</p>	<p align="center">Column 4 (Supplemental proof when residency is in question, lack of information or unclear)</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Deed to home <input type="checkbox"/> Escrow papers or signed mortgage commitment <input type="checkbox"/> Valid mortgage statement <input type="checkbox"/> Rent receipt for latest month with landlord's name, address and telephone number <input type="checkbox"/> Dated rental/lease agreement showing student(s) and parent(s) name with landlord's contact information <input type="checkbox"/> **Completed Certification of Residency Form with landlord, homeowner or renter's proof of residency or ownership including proof from columns 1, 2, and 3. (Follow directions and review guidelines on form) District Residency Office will be forwarded a copy for review and for residency records <input type="checkbox"/> **Completed Residency Affidavit form including Manchester resident's proof of residency from Column 1, 2, and 3. (Follow directions on this form, final approval of this form and enrollment to be made only from District Residency Office) <p>*These forms are only valid for one academic year, must be renewed yearly and updated proof from Columns 1, 2, and 3 must be attached to renewal. These forms are usually approved for renewal by the residency office only once because it is assumed a parent/guardian will be able to obtain proof of residency after one academic year or the individual housing the student may need to obtain legal guardianship. Please review Policy 5118 for further information.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current landline phone bill/statement <input type="checkbox"/> Current gas or electric bill/statement <input type="checkbox"/> Current water or sewage bill <input type="checkbox"/> Deposit receipt from gas, electric or landline phone service start-up <input type="checkbox"/> Letter from state/government agency such as HUD, DCF etc. verifying address. Letter must include the agency's contact information for verification <input type="checkbox"/> Current heating oil delivery or receipt with resident's name and address <p>*Note: shut off notices will not be accepted.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Active bank statement or bank account check with name and address imprinted <input type="checkbox"/> Valid car registration or car insurance card with Manchester address <input type="checkbox"/> Major moving company receipt for moving household goods <input type="checkbox"/> Receipt from local firm showing delivery of newly purchased appliances or furniture <input type="checkbox"/> Current pay stub verifying address <input type="checkbox"/> Current cable/digital television bill <input type="checkbox"/> Valid CT State ID or license with current Manchester address <p>*Note: shut off notices or expired information will not be accepted.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Request for Residency Confirmation Form (submitted by school personnel to District Residency Office for review, approval and/or home visit) <input type="checkbox"/> Parent(s)/guardian(s) that cannot provide the required residency information should contact the District Residency Office to set up an appointment <p>*Note: supplemental information or proof may be requested by the District Residency Office at anytime if residency is unclear.</p>

NOTE: IF YOU MOVE WITHIN THE SCHOOL DISTRICT YOU MUST UPDATE YOUR PROOF OF RESIDENCY BY PROVIDING THE MANDATORY PROOF LISTED ABOVE.