

Residency Requirement(s) and Verification Notice

In accordance with Sections 10-186, 10-220 and 10-253(d) of the Connecticut General Statutes, the Ledyard Board of Education requires proof of residency in Ledyard during the school enrollment process. Individuals seeking enrollment in Ledyard Public Schools are required to provide such proof. All residency documents submitted are subject to verification by the Ledyard Board of Education. Proof of residency is also required for a change of address within the town.

Pursuant to Section 10-253 (d) of the Connecticut General Statutes, a child living with any individual other than the child's parent/legal guardian can attend school in the district only if such residence is (1) permanent; (2) provided without pay; and (3) not solely for the purpose of gaining school accommodations. In accordance with the statute, the district has the right to require proof that all three requirements have been satisfied.

In accordance with Section 10-186(b) (4) of the Connecticut General Statutes, if it is determined a student has been enrolled in Ledyard Public Schools in violation of the statutes referenced above, the Ledyard Board of Education has the right to assess tuition. Such tuition will be based on the district's per diem net current local education expenditure (as defined in section 10-261), multiplied by the number of days the student was improperly enrolled in Ledyard Public Schools. In addition, the statute provides that the Board of Education may seek to recover the amount of the assessment through available civil remedies.

By signing below, you acknowledge you have read and understand the residency requirements of enrollment in Ledyard Public Schools. You understand the Ledyard Board of Education has the authority to impose tuition as outlined above if the student being enrolled is not a resident of Ledyard. You also understand the Ledyard Board of Education has the right to pursue any and all legal remedies in the event that a student is enrolled improperly.

You hereby give consent to the Ledyard Board of Education to verify any information pertaining to the permanent residency of all pertinent parties involved in this registration.

Parent/Guardian Name (Print)

Student Name (Print)

Parent/Guardian Signature

Date

LEDYARD PUBLIC SCHOOLS CHANGE OF ADDRESS FORM

Form 5111.3(e)

SIBLINGS LIVING IN HOUSEHOLD

Brothers' Names	Date of Birth	School
Sisters' Names	Date of Birth	School

OTHER OCCUPANTS OF HOME

Name	Relationship

Proof of Residency is required for all address changes – Please provide one (1) mandatory item from Category A and one (1) from Category B. If unable to provide from Category B, two items from Category C are required.

In addition, a photo ID is required.

Account numbers and amounts may be redacted from forms.

*****APPLICABLE ITEMS IN CATEGORIES B & C ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND MUST REFLECT YOUR CURRENT LEDYARD ADDRESS*****

Acceptable Documentation for Proof of Residency		
Category A (Mandatory)	Category B	Category C
<ul style="list-style-type: none"> Current mortgage statement Copy of property deed if no mortgage statement is available Settlement statement or closing disclosure (new homeowners only) Lease - must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month Military Orders- (per PA21-86) Section 8 agreement with dates of tenancy 	<ul style="list-style-type: none"> Current utility bill statement - complete bill required, not just payment stub Utility work order showing service address for new homeowners. Examples include: <ul style="list-style-type: none"> Electricity Natural Gas Landline Phone Cable/Satellite Water <p style="text-align: center;"><i>Cell phone bills and shut off notices are not acceptable</i></p>	<ul style="list-style-type: none"> Valid driver's license (stickers not allowed) Valid CT DMV non-driver's photo identification with current address Valid automobile registration Voter registration Current auto or homeowners insurance declaration page Current payroll stub Bank or Credit Card statement Court document Letter from any government agency <p>With Ledyard address and dated for most current tax year:</p> <ul style="list-style-type: none"> W-2 form Auto or property tax bill

LEDYARD PUBLIC SCHOOLS CHANGE OF ADDRESS FORM

Form 5111.3(e)

Student's full legal name: _____
Last First Full Middle Suffix (e.g. Jr., III)

<input type="checkbox"/> Male
<input type="checkbox"/> Female

School: _____ Grade: _____ Date of Birth: _____
Month/Day/Year

Student's new physical address: _____
(must not be a P.O. Box) Number Street Apartment # Town State Zip Code

Student's new mailing address (if applicable): _____
P.O. Box # or Street # Street Town Street Zip Code

Home/Mobile telephone: (____) _____

<u>FAMILY STATUS:</u>	Married	Divorced	Single	Separated
	Mother Deceased		Father Deceased	
Child resides with:	Both parents	Mother	Father	Other
Legal custody status*:	_____			
Legal guardian name if different from parent*:	_____			
*Please provide any relevant custody/guardianship paperwork that is not already on file.				

Mother/guardian: _____ Business phone: (____) _____
Last name, First name Area code Number

Address (if different from student's address)

(____) _____ (____) _____
Home phone (if different from student's home phone) Email address Area code Mobile phone number

Employer: _____ Fax: (____) _____
Area code Number

Father/Guardian: _____ Business phone: (____) _____
Last name, First name Area code Number

Address (if different from student's address)

(____) _____ (____) _____
Home phone (if different from student's home phone) Email address Area code Mobile phone number

Employer: _____ Fax: (____) _____
Area code Number

DETERMINING RESIDENCY STATUS AND APPEAL PROCESS

In accordance with Sections 10-186, 10-220 and 10-253(d) of the Connecticut General Statutes (CGS), the Ledyard Board of Education requires proof of residency to attend, or obtain services from, Ledyard Public Schools. Proof of residency is required for all students enrolling in Ledyard Public Schools who were not enrolled at the end of the previous school year. Additionally, the Administration may require a student's parent(s)/guardian(s) to provide proof of residency whenever such status is in question. Ledyard Public Schools has the right to investigate any residency issue. The burden of proof of residency is on the student's parent or guardian.

When the residency status of a student enrolled in Ledyard Public Schools is in question, the Administration shall provide the student's parent(s)/guardian(s), or the student in the case of an emancipated minor or pupil eighteen (18) years of age or older, with a written statement specifying the basis upon which the administrator has reason to believe that such child, emancipated minor or pupil eighteen (18) years of age or older is not entitled to school accommodations and request that they provide documentation of proof of residency.

Proof of Residency Documentation

Residency status must be verified at the District's Central Office. It is the parent's/guardian's responsibility to prove residency by following the procedure in the District's regulations implementing this policy and submitting all required forms.

Action on Failure to Prove Residency Status

The Superintendent, or her/his designee, will review the information available regarding the student's residency status. If the determination is made that the student is not eligible to receive school accommodations from Ledyard Public Schools, then the Superintendent, or her/his designee, shall provide the student's parent(s)/guardian(s), or the student in the case of an emancipated minor or pupil eighteen (18) years of age or older, with a written statement specifying the basis upon which the Superintendent, or her/his designee, has determined that such child, emancipated minor or pupil eighteen (18) years of age or older is not entitled to school accommodations from Ledyard Public Schools.

The written statement shall inform the student's parent(s)/guardian(s), or the student in the case of an emancipated minor or pupil eighteen (18) years of age or older, of the right to request a hearing by the Ledyard Board of Education regarding the denial of school accommodations.

The Superintendent, or her/his designee, shall also advise the school district under whose jurisdiction it is believed that the student who was denied school accommodations in Ledyard Public Schools should be attending. The student must be withdrawn from Ledyard Public Schools within five (5) school days.

Hearing on Residency Status

The parent(s)/guardian(s) of any child who is denied schooling in Ledyard Public Schools, or an emancipated minor or a pupil eighteen (18) years of age or older who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school, may, in writing, request a hearing by the Ledyard Board of Education.

DETERMINING RESIDENCY STATUS AND APPEAL PROCESS

The Board shall designate a subcommittee of the Board composed of three Board members to conduct the hearing. The Board subcommittee shall give such person a hearing within ten (10) days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding within ten (10) days after the hearing. Hearings shall be conducted in accordance with the provisions of CGS Sections 4-176e to 4-180a, inclusive, and Section 4-181a.

Any child, emancipated minor, or pupil eighteen (18) years of age or older who is denied school accommodations on the basis of residency may continue in attendance in Ledyard Public Schools at the request of the parent(s)/guardian(s) of such child, or emancipated minor or pupil eighteen (18) years of age or older, pending the hearing pursuant to this policy.

The party denied schooling shall have the burden of proving residency by a preponderance of the evidence.

Appeal of Hearing Findings

Any such parent, guardian, emancipated minor, pupil eighteen (18) years of age or older, or agent or officer, aggrieved by the finding of the Board hearing shall, upon request, be provided with a transcript of the hearing within thirty (30) days after such request and may take an appeal from the finding to the State Board of Education. A copy of each notice of appeal shall be filed simultaneously with the Ledyard Board of Education and the State Board of Education.

Any child, emancipated minor or pupil eighteen (18) years of age or older who is denied accommodations in Ledyard Public Schools as the result of a determination by a subcommittee of the Board that the child is not a resident of Ledyard and therefore is not entitled to school accommodations in the District may continue in attendance in Ledyard Public Schools at the request of the child's parent(s)/guardian(s), or at the student's request in the case of an emancipated minor or pupil eighteen (18) years of age or older, pending a determination of such appeal.

If an appeal is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Board subcommittee shall be final.

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

Authority to Recover Cost of Tuition

If the hearing board makes a determination that the child was not a resident of the school district and therefore not entitled to school accommodations from Ledyard Public Schools, the Ledyard Board of Education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen (18) years of age or older based on the following: One one-hundred-eightieth (1/180th) of Ledyard's published tuition rates per pupil multiplied by the number of days of school attendance of the child in the District while not entitled to school accommodations provided by Ledyard Public Schools. The Board may seek to recover the amount of the assessment through available civil remedies.

DETERMINING RESIDENCY STATUS AND APPEAL PROCESS

Responsibilities

The Superintendent shall develop administrative procedures to carry out the requirements of this policy.

Related Policies:

- 5118 – Non-Resident Students
- 5118.1 – Homeless Students
- 5118.2 – Migrant Students

Legal References:

Connecticut General Statutes (last amended by Public Act (PA)):

- 10-15f. Interstate Compact on Educational Opportunity for Military Children. (PA 08-57)
- 10-186. Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board... (PA 17-237)
- 10-220. Duties of boards of education. (PA 17-2, June Special Session)
- 10-253. School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. (PA 17-2, June Special Session)

Policy initially adopted: October 1, 2014
Revised: October 17, 2018