



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **5118.00 - Residency/Registration** Approved on December 7, 2015

All parents and guardians who have the care of children shall instruct them or cause them to be instructed in those courses required by law and taught in the public schools. Parents or guardians having control of a student five years of age and over and under sixteen years of age shall cause such student to attend a public day school regularly unless the parents or guardians having control of such student is able to show that the student is elsewhere receiving equivalent instruction in the studies taught in the public schools; provided that the parents or guardians having control of a student five years of age shall have the option of not sending the student to school until the student is six years of age and the parents or guardians of a student six years of age shall have the option of not sending the student to school until the student is seven years of age. Such parents or guardians having control shall exercise this option by personally appearing at the school district office and signing an option form; the school district shall provide that parents or guardians with information on the educational opportunities available within the school system.

Connecticut General Statutes Section 10-186 directs the Board of Education to provide education for all persons residing in New Britain who are five years of age and older and under twenty-one years of age and who have not graduated from a high school or vocational school. The Board is not required in certain circumstances to provide educational services for children who have been expelled.

Connecticut General Statutes Section 10-76d (b)(2) and federal law requires special education to be provided for children who have not attained school age but have reached the age of 2.8 years by September 1, or three years of age prior to the following September and who have been identified as being in need of special education and whose educational potential will be irreparably diminished without special education.

The school district shall not provide education for any child whose legal residence is another town, state, commonwealth or country. The parents or guardians of a non-resident student may request admission to the New Britain Public Schools in writing. A written request with a statement of the reasons for the request shall be signed by the parent or guardian of the student, or by the student if of legal age, and forwarded to the Chief Operations Office. If admission is granted into New Britain Public schools to a non-residential student, the Board of Education shall inform the parents or guardians of the established tuition rate for the academic year(s) of attendance.

School assignments are made based on the residential address of the parents or guardians and the neighborhood school attendance zones as identified by the school district.

Parents or guardians of students age three years and older, who are residents or in a doubled-up classification within the City of New Britain, must register their children at Central Registration regardless if the student attends

a vocational school, magnet school, participates in the Choice Program, or attends a school within this district. Parents or guardians will bring the required documentation to Central Registration which is located at 183 Steele Street, in the back of Slade Middle School.

Please refer to the administrative procedures for this policy for more detailed information on admission to the Consolidated School District of New Britain, the registration process and residency requirements.

Legal References/Citations

- Conn. Gen. Stat. 10-76d(b)(2) and Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
- Conn. Gen. Stat. 10-15c Conn. Gen. Stat. 10-76a to 10-76h Special Education
- Conn. Gen. Stat. 10-184 Duties of Parents amended
- Conn. Gen. Stat. 10-186 Duties of Local and Regional Boards of Education
- Conn. Gen. Stat. 10-233a to 10-233c Suspension of Pupils
- Conn. Gen. Stat. 10-233d Student Discipline/Expulsion
- Public Act No. 87-179 School Accommodations
- Connecticut State Plan, revised August 1991
- Stewart B. McKinney Homeless Assistance Act.
- Subtitle VII-B (Sections 721-722) as amended November 29, 1990
- Objective 1 & 7: Current Status Regulations
- Objective 6:6:3 Residency Requirements



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure **5118.00 - Residency/Registration** Approved on December 7, 2015

The Assistant Superintendent for Business and Operations or his designee shall receive and act upon the application in accordance with the above policy. Any questioned application shall be reviewed and resolved by the Superintendent of Schools with appeal to the Board of Education.

I. General Considerations

- A. A permanent resident shall be defined as one who resided in New Britain and who has an intention to remain with the District. Therefore, a student who would be residing in New Britain for a short period of time would not be considered a permanent resident. Final determination regarding residency will be made by the Superintendent of Schools or designee.
- B. Once the appropriate documentation has been completed (see registration), children residing with relatives or non-relatives when it is the intention of all concerned that such residence is to be permanent and provided without pay and not for the purpose of obtaining school accommodation, shall be entitled to all free school privileges accorded to resident children in the school where they reside.
- C. The school district is not required to provide education for any child whose legal residence is another town, state or country provided that a child residing in a dwelling located in both New Britain and another town shall be considered to be a resident of New Britain and may attend the District's schools.
- D. When the student in question is an emancipated minor, he/she may be requested to complete all forms and provide all necessary information.
- E. When a non-special education student is placed by a state agency in a foster home or other placement in New Britain, educational services will be provided. The Director of Pupil Services will be notified by the state agency and a copy of that notification will be forwarded to the school the student will attend. However, the nexus town shall be responsible for the cost of such educational services, unless otherwise provided by law.
- F. If a regular education student is placed by the Department of Children and Families (DCF) in foster placement in New Britain and at any time requires referral to special education, the nexus town (community responsible for the child, usually being the town in which the parent/guardian reside) shall be notified.
- G. Note: if any outside agency makes a placement of a special education student in New Britain, and the legal guardian(s) live in another community, the community is responsible for determining the program, the

cost of the program, and shall convene the PPT to determine the appropriate program for the student. The school district may cooperate with the responsible school district space is available and all other factors are acceptable.

- H. A situation may arise where a student is in the last quarter of a given school year, or is a senior at the high school and has attended New Britain High School since grade 9, and a request is made for the student to finish the year in New Britain even though the student has moved to another community. The Assistant Superintendent for Instruction may approve the request of the parent agrees to provide transportation to and from school and the student's continuation in the school is recommended by the school administration.
- I. If any child or emancipated youth is denied accommodations by the school district on the basis of residency, he/she may request a hearing by the Board of Education. The parent, guardian, child, or emancipated youth shall have the burden of establishing residency. At the time the parent, guardian or child, if emancipated, is informed of the school district's intention to deny accommodation, such individual shall also be informed of the school district's intention to deny accommodation, such individual shall also be informed of his/her right to a hearing before the Board of Education. The decision of the Board of Education may be appealed to the Stated Board of Education's impartial hearing board. If, at the time the child is denied accommodation on the basis of residency, the child is enrolled in the school district, the child may continue in attendance, upon request, pending the hearing decision.

II. Eligibility

When an issue arises concerning eligibility of a student to receive educational programming in New Britain due to issues concerning residency, the following administrative procedure should be followed:

- A. Inquire of the parent/guardian, the child if emancipated, or the person with whom the child is residing if the request is being made for the sole purpose of obtaining an education in New Britain. If the answer is in the affirmative, the request is to be immediately denied and the individual advised of his/her rights.
- B. Inquire of the parent/guardian, the child if emancipated, or the person with whom the child is residing if the request for enrollment is due to temporary residency. If the answer is affirmative, the request is to be immediately denied and the individual will be advised of his/her rights.
- C. Inquire of the parent/guardian, the child if emancipated, or the person with whom the child is residing if the parent or legal guardian is providing payment for the support of the child to the family where the student will be residing. If the answer is yes, the request is to be immediately denied and the individual will be advised of his/her rights.
- D. If a response is provided which indicates other factors are the cause of the request for education in the district schools, the residence certifications for enrollment (affidavit of parent and affidavit of in loco parentis) are to be given to the individual (parent, guardian, child if emancipated, or the person with who, the child is residing) making the request. The student in question will be enrolled when the residence certification for enrollment has been properly completed and submitted to the building administrator. All other records, such as medical and educational records, must also be in place prior to enrollment.
- E. If, during the course of the student's enrollment there is a reason to believe or suspect that the current affidavit of compliance with the District residency requirement is no longer accurate, written notification of such evidence will be submitted to the Superintendent of Schools or designee for further study and possible action. The District may request further documentation to support or prove the student's

residence. The person with whom the child is residing shall be notified of the possible actions and, if disenrolled, informed of their right to appeal. The student shall be allowed to remain in the District until the local and/or State hearing process have been concluded under Conn. Gen. Stat. §10-186.

III. General Considerations

The Superintendent of Schools is authorized to accept non-resident students on a differentiated tuition basis for attendance in the New Britain elementary and secondary schools annually. Tuition fees will be set by the Superintendent and provided to the Board of Education. Admissions are dependent on space available and must not require additional staff. The Superintendent shall be responsible for determining the school assignment of tuition students. Such admissions must be reviewed by the Superintendent annually. It is the intent of the District to maintain continuity in enrollment for those students whenever possible, subject to the conditions listed above. Parents are responsible for the transportation of students attending school as tuition students.

IV. Hearing Process

An adjudicative review embodying due process of law is available to any parent, guardian, emancipated minor, pupil eighteen years of age or older, or an agent or officer charged with the enforcement of the laws concerning attendance at school in the event a pupil is denied school accommodations, including a denial based on an issue of residency. The parent whose child is denied school accommodations may initiate a review in the form of a hearing before the New Britain Board of Education. A hearing must be held within 10 days of the request for a hearing. The Board of Education must render a decision within 10 days after the conclusion of the hearing. If the parent is aggrieved by the decision of the New Britain Board of Education, then an appeal may be filed with the State Board of Education. The entire appellate process including the conduct of a hearing, and the rendering of a decision, must be completed within forty-five (45) calendar days unless otherwise provided through an extension of time.

V. Registration

A. Elementary and Middle School Registration

- a. Determine new address (verify district school child should be attending)
- b. Determine where student previously resided and/or where he/she is coming from (have parent/guardian sign release of records form if needed or necessary)
- c. Determine whether child has previously attended district schools
- d. Determine if child is mono-lingual, bi-lingual, English or foreign speaking
- e. Determine who child lives with
- f. Proof of age required (birth certificate) (copy for file)
- g. Immunization record completed (checked by district physician or school nurse)
- h. Physical examination (Middle School)
- i. Residency documentation
 - i. Bill of sale
 - ii. Rental agreement

- j. Utility bill (with date)
- k. Forms for Parent/Guardian to Complete
 - i. 064-2114-1 Student Census
 - ii. State of CT – Health Assessment Record (blue form to be completed by parent & physician)
 - iii. District Free/Reduced Lunch Waiver application
- l. Forms/Information to be provided to parent/guardian by district school
 - i. Board of Education/school policies on attendance/discipline
 - ii. Provide District calendar, school time schedule
 - iii. Classroom assignment
 - iv. Bus route number (if qualified and available)
- m. Other school office procedures
 - i. Assign identification number and enter data into District computer
 - ii. Notify lunch/cafeteria personnel
 - iii. Type student record
 - iv. Notify teacher

B. High School Registration

Please note: It is the responsibility of the registering student (and parent) to produce, at registration time, a copy of the registering student's:

- a. Transcript – this must include a complete record of high school courses taken to date and credits earned beginning with grade 9. Students entering grade 9 for the first time must present written proof of completion of grade 8.
- b. Health record – registering student must present a complete health record with proof of immunizations. This is required by State law. All incoming health records must be reviewed by the school physician/school nurse before students are allowed to attend school.
- c. Residency documentation
 - i. Bill of sale
 - ii. Rental agreement
 - iii. Utility bill (with date)
- d. Language assessment – citizenship status, check with ESL/bilingual office.
- e. New Britain Board of Education census form completed.
- f. Elective blank – to be filled out by the registering student with appropriate course numbers and course names listed. A minimum of 5.5 academic credits must be taken for each academic year.
- g. Note: Schedule subject to change based upon verification of incoming record.

VI. Transfer of Student Records

- A. Whenever a student transfers to another Connecticut public school district, the following student records shall be forwarded upon written notification of the student's enrollment from the other district
 - a. The student's Mandatory Permanent Student Record or a copy thereof. The original or a copy shall be retained by this district.
 - b. The student's entire mandatory interim student record.
- B. The student's records shall be transferred to the new school district no later than ten (10) days after receipt of such notification.
- C. Whenever a student transfers to a new school district in another state or to a private school, the district shall transfer the student's mandatory permanent student record upon receipt of a written request.
- D. Permitted student records may be forwarded.
- E. Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or the student's parent or guardian.
- F. All student records shall be updated prior to transfer.
- G. Parent notification
 - a. If a student's parent/guardian did not give authorization for the transfer of such records, the District shall send notification of the transfer to the parent/guardian at the same time it transfers the records.
 - b. If the transfer is within-state transfer, the receiving school shall notify the parents of the record transfer.
 - c. If the student transfers out-of state, the custodian of student records shall notify the parents or guardian at their last known address of the rights accorded them. (34 C.F.R. 99.34 disclosure to other agencies or institutions)
 - d. The notification shall include a statement of the parent's or guardian's right to review, challenge, and receive a copy of the student record, if desired.