

Book	Policy Manual
Section	200 Students
Title	Nonresident Student Enrollment
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### **Purpose**

The Board shall operate the schools of this District for the benefit of child residents in this District and eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Authority**

The Board may permit the admission of nonresident students in accordance with terms of this policy.[\[4\]](#)[\[5\]](#)

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in District schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.[\[6\]](#)[\[7\]](#)

All claims of residency shall be verified by District staff. The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[\[7\]](#)

A nonresident student may be admitted to District schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with District residents who have assumed legal dependency or guardianship or full residential support of the student.[\[6\]](#)[\[7\]](#)

A student residing with an adult other than the birth or adoptive parent of the student will be enrolled following receipt of documents required for enrollment by law and Board policy and one (1) of the following:

1. Verification that the student resides at a federal installation.
2. Appropriate legal documentation, such as a court order, to show dependency or guardianship.
3. Sworn, notarized statement indicating that the signer is a District resident; is supporting the child gratis, without personal compensation or gain; will assume all personal obligations for the child relative to school requirements; intends to keep and support the child continuously and

not merely through the school term; and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.

Information concerning health and compliance with immunization requirements, proof of age, proof of residency, along with the appropriate completed Registration Packet must be submitted to the registrar prior to the enrollment of the student(s). District staff will contact the previous school District to obtain the student's transcripts and school records.

Enrollment of the nonresident student will be completed within three (3) school days following receipt of required documentation by the District.

If enrollment of a nonresident student is denied, the parents/guardians will be notified in writing of the reason(s); and submitted records will be returned, upon request.

The District shall, within a reasonable time period, enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.[8]

Students over age eighteen (18), if emancipated, living in the District, but not living with a parent or a legal guardian, may enroll in the District. Proof of residence and a copy of the court ordered emancipation shall be required in order to prove eligibility for enrollment under this provision.

#### Misrepresentation of Residency

The Springfield School District reserves the right to unenroll and/or charge tuition fees for any nonresident student who is enrolled in the District based on misrepresentation of any information. Misrepresentation of information used for this purpose may also constitute perjury, unsworn falsification to authorities, fraud and other offenses under the Pennsylvania Criminal Code. Suspected violations will be referred to the proper authorities.[7][9]

The Board authorizes the administration to investigate credible information, complaints, or circumstances that raise doubt as to a student's residency or continued residency within the District's boundaries. Such investigation, and efforts to collect tuition from students found to be attending District schools illegally as non-residents, is permitted to the fullest extent permitted by law.

#### **Guidelines**

##### Nonresident Children Placed in Resident's Home

Nonresident school age children placed in the home of a District resident by court order or an arrangement with an association, agency or institution having the care of neglected and dependent children, when the resident is compensated for the child's care, will be enrolled in District schools without tuition.[10]

Prior to enrollment of the student, the resident must present proof of residence and documentation to comply with all established enrollment requirements, including proof of age, immunizations records and Parent Registration Statement.

At the time of registration, the resident will be required to present a copy of the court order or a letter from the placing agency, association or institution, which will be attached to the District's copy of the student registration.

##### Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this District is not a legal resident of the District by such placement; but s/he shall be admitted to District schools, and a charge shall be made for tuition in accordance with the law.[11][12][13][14][15][16][17][18]

## Nonresident Students

If the District discovers that a student has attended the schools in violation of the requirements of this policy, the District shall attempt to recover equivalent tuition for the period of noncompliant and/or illegal attendance from the alleged guardian and/or parent.

Students determined to be attending District schools illegally will be withdrawn by official notification from the District. Parents/Guardians will have three (3) days from the receipt of that notification to officially withdraw their student(s). Parents/Guardians may contest the withdrawal by written request. That request must be received in the office of the Superintendent three (3) days prior to the listed withdrawal date on the notification letter. If no letter of contest is submitted, the withdrawal will occur as noted.

If a letter of contest is submitted, an exclusionary hearing will be convened. District representative(s) and alleged illegal attendees or their designees will present evidence for determination of residence by the Superintendent. If a hearing is requested, student(s) will remain in their current assignment pending the outcome. Reasonable efforts will be made to convene the residency hearing within ten (10) school days of the District's receipt of the request.

## Children Of Military Personnel

When military personnel who are parents/guardians of a student are deployed and the student lives with relatives or family friends who are District residents for the period of deployment, the student will be enrolled in District schools.

The District resident is presumed to be supporting the child gratis, and no tuition will be charged.

## Tuition

For purposes of this policy, the term **tuition** means the per diem overhead cost per student computed on the same basis as tuition charges to other school districts, in accordance with state law.

## Prospective Students Moving Into School District

Prospective residents presenting an Agreement of Sale not exceeding forty-five (45) days from the date of entry may enroll their child in District schools in accordance with the following: [\[5\]](#)

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition will not be refunded for student absences during the forty-five (45) day period. If parents/guardians opt to remove their child and remain in their District of residence, tuition will be refunded as of the date of receipt of written notification to the superintendent requesting a withdraw and reimbursement from the District. Processing of the reimbursement may take up to thirty (30) days.
2. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
3. Once settlement occurs and the parents/guardians physically move into the District, a deed must be presented to the District as proof of occupancy.

Prospective parents/guardians presenting a lease/rental agreement indicating expected occupancy within the District not exceeding forty-five (45) days from the date of entry ("pre-occupancy period") may enroll their child in District schools in accordance with the following: [\[5\]](#)

1. Payment of tuition in advance for the entire pre-occupancy period of attendance. Tuition will not be refunded for student absences during the pre-occupancy period. If parents/guardians opt to remove their child and remain in their District of residence, tuition will be refunded for the tuition which was paid for the period of time following the date of receipt of written notification to the superintendent requesting a withdraw and reimbursement from the District.

Processing of the reimbursement may take up to thirty (30) days.

2. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
3. Once occupancy occurs, the parents/guardians will present documentation containing the rental address, such as a driver's license, motor vehicle registration, or voter's registration.

Proof of residency must be received by the District on or before the expiration of the pre-occupancy period, or the student will be withdrawn the following school day. Extensions of the pre-occupancy period will not be considered. If the pre-occupancy period expires and the student subsequently becomes a resident of the District, residency of the student must be confirmed in order for the student to reenroll.

Students permitted to attend in accordance with this subsection are not entitled as a matter of right to such attendance and are dismissible at will by the Board.

Attendance in accordance with this policy shall be conditioned upon full compliance with all enrollment procedures and policies applicable to District residents and upon submission of satisfactory evidence of immunization or establishment of lawful cause for exemption from immunization requirements.[19][20]

#### Students Moving From School District

It is the responsibility of the student's parent/guardian to notify the school's principal immediately upon learning that they will be leaving the District. Students may, upon notification to the building principal, remain in their school for up to five (5) school days after the date the student leaves the District. The policy outlined in this subsection is in place for all students (K-12). Failure to notify the building principal in a timely manner could be defined as a misrepresentation of residency and will be handled per the provisions outlined earlier in this policy.[5]

A Springfield High School member of the senior class that moves during the second semester of their senior year, may, upon written request to the superintendent, finish out their senior/fourth year only at Springfield High School. **Senior year** is defined as the fourth (4<sup>th</sup>) year of secondary schooling having already attended a high school for more than three (3) years but no longer than four (4) years. Students attending SHS under this subsection must sign a senior contract that clearly outlines that they must maintain appropriate academic, disciplinary, and attendance expectations. Transportation will not be provided to students attending under this subsection. Students permitted to attend in accordance with this subsection are not entitled as a matter of right to such attendance and shall be deemed dismissible at will by the Board.

#### Transportation

The District will not be responsible for the transportation of nonresident students, except as may be required by law.

#### **DISCLAIMERS:**

***This policy is superseded by all current federal and state laws and mandates.***

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Legal

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 503
4. 24 P.S. 1301
5. 24 P.S. 1316
6. 22 PA Code 11.19
7. 24 P.S. 1302
8. Pol. 251
9. Pol. 906
10. 24 P.S. 1305
11. 22 PA Code 11.18
12. 24 P.S. 1306
13. 24 P.S. 1307
14. 24 P.S. 1308
15. 24 P.S. 1309
16. 24 P.S. 1310
17. 24 P.S. 2561
18. 24 P.S. 2562
19. Pol. 203
20. Pol. 204
- 24 P.S. 1306.2
- 24 P.S. 2503
- 22 PA Code 11.41
- Pol. 103
- Pol. 607