

## SCHOOL ADMISSION / RESIDENCY

The North Reading School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

### I. RESIDENCY

In order to attend the Public Schools of North Reading, a student must actually reside in the Town of North Reading, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, the Public Schools of North Reading retain the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of North Reading renders the student ineligible to enroll in the Public Schools of North Reading or, if the student is already enrolled in the Public Schools of North Reading, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency may appeal the determination to the Superintendent of Schools, whose decision shall be final.

### II. VERIFICATION OF RESIDENCY

Before any student is enrolled in the Public Schools of North Reading, his or her parent or legal guardian must provide:

1. A signed Residency Statement; and (if necessary) a Responsible Adult Affidavit
2. Proof of residency in the Town of North Reading (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<u>Evidence of Residency</u>	<u>Evidence of Occupancy</u>	<u>Evidence of Identification (Photo ID)</u>
Record of recent mortgage payment and/or property tax bill.	Recent bill dated within the past 60 days showing North Reading address	Valid Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Gas Bill	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Oil Bill	Passport
Section 8 Agreement	Electric Bill	
	Home Telephone Bill (not cell phone)	
	Cable Bill	
	Excise Tax Bill	

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five days of the change.

### III. ENFORCEMENT

Should a question arise concerning any student's residency in the Town of North Reading while attending the Public Schools of North Reading, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the Public Schools of North Reading because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School Department's Attendance Officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than the Town of North Reading, the student's enrollment in the Public Schools of North Reading shall be terminated immediately.

### IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of North Reading reserve the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

### V. EXCEPTIONS

#### 1. The Residency Requirements Shall Not Apply to the Following:

- a. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. Children of non-resident employees of the Town of North Reading, who meet the conditions established from time to time by the School Committee in the policy pertaining to such students;
- d. Students who are entitled to attend the Public Schools of North Reading under the McKinney-Vento Homeless Assistance Act.

#### 2. Extraordinary Circumstances:

- a. Tuition Basis  
Students already enrolled in the Public Schools of North Reading who move out on or after February 1<sup>st</sup> of a given school year, or in the case of 8<sup>th</sup> graders and North Reading High School seniors who move out on or after October 1<sup>st</sup> of a given school year, may complete the current school year.
- b. Tuition Waivers  
At the discretion of the Superintendent or his designee, tuition may be waived in the following cases:

1. Students in their senior class at North Reading High School who move from North Reading on or after October 1 of their senior year, and who have resided in North Reading during the entire previous school year.
2. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
3. Students whose parents divorce or separate, provided one custodial parent remains a resident of North Reading.

3. Dwellings that are Intersected by the Town Line:

a. Dwellings that are Intersected by the Town Line prior to the Adoption of this Policy:

1. In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.

b. Dwellings that are Built or Altered After the Adoption of this Policy:

1. In the case of a single family dwelling that is intersected by whatever degree by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the Town boundary, persons residing therein may attend the Public Schools of North Reading.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such apartment, suite or family unit is located within the Town boundary, persons residing therein may attend the Public Schools of North Reading.

VI. POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling

The children of families who have a signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of North Reading may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Schools until actual residence occurs.

2. Construction of New Dwelling

Children of families which are building a primary residence in North Reading may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

3. Residence in Rental Properties

Children of families who plan to rent a primary residence in North Reading may enroll in the North Reading Public Schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.

4. Brief Residence Outside the Town

North Reading Schools students whose families must briefly live outside the Town because they are (a) moving from one North Reading residence to another, or (b) renovating a current North Reading residence, may continue to attend the North Reading Public Schools. Evidence of the intention and ability to resume residency in North Reading within 90 days may be required.

VII. NOTIFICATION

The Public Schools of North Reading residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the North Reading School Committee Policy Manual, and published in each school handbook.

Legal Reference: M.G.L. Chapter 76, Section 5

Residency Statement

I/we, the parent(s), legal guardian(s) or responsible adult of \_\_\_\_\_, (Print student's full name)

hereby certify as follows:

- 1. I/we wish to enroll the above named student in the North Reading Public Schools. I/we understand that pursuant to Massachusetts law and North Reading Public School Committee Policy, students who actually reside in the Town of North Reading may attend the North Reading Public Schools and students who do not actually reside in the Town of North Reading may not attend the North Reading Public Schools.
2. I/we hereby certify that effective \_\_\_\_\_, 200\_\_\_\_, the above named student is/will be residing at the following address in North Reading, Massachusetts, with:

Printed Name(s) of Parent(s)/Guardian(s)/ Responsible Adult(s)

No. Street Apt/Unit No. North Reading, MA Zip Code

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

- 3. I/we acknowledge that I am/we are required to notify the North Reading Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address.
4. I/we understand that this Residency Statement will be relied upon by the North Reading Public Schools for the purpose of determining the above student's eligibility to attend the North Reading Public Schools on the basis of residency. If said student is enrolled in the North Reading Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in North Reading, I/we understand that the student's enrollment in the North Reading Public Schools will be promptly terminated and I/we will be jointly and severally liable to the North Reading Public Schools for the student's tuition for the full academic year(s).
5. I/we further certify that I am/we are the parent(s), legal guardian(s) or responsible adult of the above student. (If signing as a "Responsible Adult", you will be required to complete the Responsible Adult's Affidavit provided by the North Reading Public Schools.)
6. I/we understand that all applicants must reside in the Town of North Reading (Massachusetts General Laws, Chapter 76, sec 5 every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No School Committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. Amended by st.1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33)

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_:

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Parent/Guardian/ Responsible Adult

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Parent/Guardian/ Responsible Adult

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**This form and proof of residency must accompany this form with at least one document from each of the following three columns: A, B, and C.**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b><u>Evidence of Residency</u></b>	<b><u>Evidence of Occupancy</u></b>	<b><u>Evidence of Identification</u> <b>(Photo ID)</b></b>
Record of recent mortgage payment and/or property tax bill	Recent bill dated within the past 60 days showing North Reading address and name	Valid MA Driver's License Valid MA Photo ID Card
Copy of Lease <i>and</i> record of recent rental payment	Gas Bill, Oil Bill, Electric Bill, Home Telephone Bill, Cable Bill, Excise Tax Bill	Valid Passport
Landlord Affidavit <i>and</i> recent rental payment		

# North Reading Public Schools

JBCA-E

## School Admission / Residency Responsible Adult Affidavit

**This form is to be completed by the person who is not the parent or legal guardian of a child seeking enrollment to the North Reading Public Schools.**

I/We, \_\_\_\_\_, swear under oath, that the following information is true:

1. \_\_\_\_\_, a child of school age, is living with me at \_\_\_\_\_ (address), North Reading, MA.
2. I am not the parent or legal guardian of \_\_\_\_\_.
3. My relationship to this child is \_\_\_\_\_.
4. I am not able to obtain authorization from \_\_\_\_\_'s parent(s) or guardian(s) because  
\_\_\_\_\_  
\_\_\_\_\_
5. I understand that temporary residence of a child in the Town of North Reading, solely for the purpose of attending the North Reading Public Schools is not considered a "residency."
6. I will act as the responsible adult to make any decisions regarding the education of this child during his/her enrollment in the North Reading Public Schools.
7. I understand that the North Reading Public Schools reserve the right to investigate the reasons why this child does not reside with a parent or legal guardian.

Signed under the pains and penalties of perjury

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

This form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Middlesex County

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Date)

Commission Expires \_\_\_\_\_