

SUBJECT: ENTITLEMENT TO ATTEND – AGE AND RESIDENCY**Entitlement to Attend**

All persons residing within the District who are between the ages of five (5) years and twenty-one (21) years and who have not obtained a high school diploma shall be entitled to enroll in the District.

A student who becomes six (6) years or age on or before the first of December in any school year shall be required to attend full-time instruction from the first day that the District schools are in session in September of such school year, and a student who becomes six (6) years of age after the first of December in any school year shall be required to attend full-time instruction from the first day of session in the following September. Each student shall be required to remain in attendance until the last day of session in the school year in which the student becomes sixteen (16) year of age. Additionally, any student from sixteen (16) to seventeen (17) years of age who is not employed will be required to attend full-time instruction until the end of the school year in which student turns seventeen (17) years of age. (District option)

Evidence of a prospective student's age and residency must be presented in such form as is permitted by state and federal law and regulation. (See 7130R and 7130F).

Determination of Student Residency

"Residence," for purposes of this policy, is established by a child's physical presence as an inhabitant within the District and his/her intent to reside within the district boundaries in a manner consisted with State law and the regulations of the Commissioner.

A child's residence is presumed to be that of his/her parents or legal guardians. Where a child's parents live apart, the child can have only one legal residence. In cases where parents have joint custody, the child's time is essentially divided between two (2) households, and both parents assume responsibility for the child, the decision regarding the child's residency lies ultimately with the family. Where parents claim joint custody, but do not produce proof of the child's time being divided between both households, residency will be determined on the basis of the child's physical presence and intent to remain within the District.

The presumption that a child resides with his/her parents or legal guardians may be rebutted upon demonstration that custody of such child has been totally and permanently transferred to another individual. The District will not acknowledge living arrangements with persons other than a child's parents or legal guardians which are made for the sole purpose of taking advantage of the District's schools.

The presumption that a child resides with his/her parents or legal guardians may also be rebutted upon demonstration that such child is an emancipated minor. To establish emancipation, a minor may submit documentation of his/her means of support, proof of residency, and an explanation of the circumstances surrounding the student's emancipation, including a description of the student's relationship with his/her parents or persons in parental relation.

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Notwithstanding the foregoing, all determinations of student residency will be made consistent with applicable state and federal laws and regulations by the Superintendent or her designee. Any adverse resident decision by a school official shall include written notification to the parent/guardian.

Undocumented Children

The District is mindful that undocumented children are entitled to attend the District's schools, provided they meet the age and residency requirements established by state law. Consequently, the District will not request or require on any enrollment or registration form, in any meeting, or in any other form of communication, any documentation and/or information regarding or tending to reveal the immigration status of a child, a child's parent(s) or the person(s) in parental relation. In the event the District is required to collect such information, the District will do so after the child has been enrolled. In no instance will such information be required as a condition of enrollment or continued attendance.

Children of Activated Reserve Military Personnel

Students temporarily residing outside the boundaries of the District, due to relocation necessitated by the call to active military duty of the student's parent or person in parental relation, will be allowed to attend the public school that they attended prior to the relocation. However, the District is not required to provide transportation between a temporary residence located outside the District and the school the child attends.

Homeless Children

Determinations regarding whether a child is entitled to attend the District's schools as a homeless child or youth will be made in accordance with Section 100.2(x) of the Commissioner's Regulations, as well as applicable District policy and regulation.

Education Law Sections 3202, 3205 and 3218
Family Court Act Section 657
8 NYCRR Sections 100.2(x) and (y)

Reviewed: 9/28/15
First Read: 10/19/15
Second Read/Adoption: 10/26/15

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To register a new student contact the school that your child will be attending as soon as possible to make an appointment.

- Jefferson Elementary School (grades K-4) - 518-355-1342, ext. 5001.
- Schalmont Middle School Guidance Office (grades 5-8) - 518-355-6255, ext. 2001
- Schalmont High School Guidance Office (grades 9-12) - 518-355-6110, ext. 3047

Registration Materials

The following form should be completed and provided during the initial registration appointment.

- *Registration Form* - After the registration form has been submitted, new residents have three business days to complete and return the larger registration packet, available on the district's website or from the school office. below. You are also welcome to submit the form and packet together at the initial appointment.
- *Proof of Residency* - In addition to the required registration forms, please be prepared to provide the following documentation to determine residency at the time of registration.

TWO Acceptable Proofs of Residency - *Please note PO boxes are not acceptable.*

Homeowners

Existing home: Proof of ownership of residential property within the district such as a deed or mortgage statement or copy of school tax bill.

New home: Copy of sales/building contract including proof of closing date plus photography of new home. If not living in home when registering, a Certificate of Occupancy is to be provided within 90 days. Transportation during transition is the responsibility of the homeowner.

Renters

Signed residential lease agreement for property within the District.

Family Living with Family

Sworn and notarized statement from a landlord or other property owner that family resides with.

Foster Children

A district may also accept other proof such as documentation indicating that the child resides with a sponsor with whom the child has been placed by an agency. Please provide evidence from Department of Social Services, a written statement from the foster parents and form LDSS 2999.

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Pay stub; Income tax form; utility or other bills; membership documents based upon residency (e.g. library cards); voter registration documents; official driver's license, learner's permit or non-driver identification card; State or other government issued identification; documents issued by federal, state or local agencies (local Social Services agency, federal Office of Refugee Resettlement); evidence of custody (e.g. court order, guardianship papers, etc.)

If you can't prove the student's residency with a family, you may qualify for McKinney Vento status (see student residency questionnaire).

Please be prepared to present the following additional documentation at the time of registration:

Health records

Special education information, such as Individualized Education Plan and most recent psychological evaluation (if applicable)

Custody papers (if parents are separated or divorced)

A child's certified birth certificate or certified baptism records. If neither are available, school officials may consider the following as evidence of a child's age:

Passport

Official driver's license

Government issued identification

School Photo ID with Birthdate

Consulate ID with Birthdate

Hospital or Health Records with Birthdate

Other government issued documents showing age, including court orders and custody papers (e.g. military dependent ID card)

Records from non-profit international aid agencies

The District reserves the right to require verification of any documentation provided. However, enrollment will not be delayed during the verification process. All children between the ages of six and 21 who have not yet graduated from high school and who are residents of the Schalmont Central School District have a right to attend our schools.

If it is verified by the School Resource Officer that any registration documents have been falsified, written notice will be provided to the parent/guardian stating that the child is not entitled to attend our schools.

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SUBJECT: ENTITLEMENT TO ATTEND – AGE AND RESIDENCY**Kindergarten Registration**

Children who will become **five years or older on or before December 1** are eligible to start kindergarten in September.

All kindergarten students attend a full-day program at Jefferson Elementary School.

Kindergarten registration packets will be mailed in January to the families of students in the district's census who are eligible to attend kindergarten during the upcoming school year.

Please contact Denise Koskey as soon as possible at 518-355-1342, ext. 5080, to make sure you are on the mailing list. Copies of the necessary forms are also available on the district's website.

A kindergarten orientation program will be held for parents at Jefferson Elementary School in the Spring. There will be an opportunity to have your questions answered about transportation, food service and the afterschool program, as well as gain information to help ensure your child is prepared for the journey to enter kindergarten.

What do I need to do to register my child for kindergarten?

To streamline the registration process, parents are asked to complete and return the necessary paperwork as soon as possible

Kindergarten Screening

During kindergarten registration, parents will be asked to schedule a screening time for their child at a later date. During the screening, parents will complete a questionnaire about their child while a staff member meets your child to learn more about him or her.

Kindergarten Orientation

In June, incoming kindergartners are invited to the school to meet their kindergarten teacher and ride a school bus. Parents and/or guardians are invited to participate during this exciting time as well.

First Day of School

To assist new students and their parents with the transition to school, incoming kindergartners and their parents will attend school during designated time slots on the first day of school (date TBD). This means that kindergartners will not be attending a full day of school on the first day of the academic year. Kindergarten classes will begin the following weekday.

Instead, incoming kindergartners and their parents will be meeting with their kindergarten teacher in small groups (3-4 families), which will allow them an opportunity to learn more about school and classroom procedures as well as ask questions and begin forming a more personal relationship with their child's new teacher.