



# STATE OF CONNECTICUT

## STATE BOARD OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Charlene M. Russell-Tucker, Commissioner of Education *CRJ*

**DATE:** March 10, 2022

**SUBJECT:** Reminder for School Districts: Student Registration Requirements

Enrollment of students is an essential activity undertaken by school districts. Through the enrollment process school districts have the important responsibility of confirming the residency of the student in the school district and also collecting other important information about the student, some of which may be required to be collected by law.

As a reminder for districts, the Connecticut State Department of Education (CSDE) is reissuing its "Guidance for Connecticut School Districts: Enrollment Process and Practice" (CSDE Guidance) initially issued on August 22, 2017, as well as other [related materials](#). The CSDE Guidance was based on a "Dear Colleague" letter issued by the United States Departments of Education and Justice setting forth federal expectations for the enrollment process, as well as on other federal materials and state law. Despite the passage of time, the discussion of the law and the suggestions set forth in the CSDE Guidance and other materials which are being distributed are still applicable.

In addition to reissuing these materials, the CSDE also offers the following general recommendations for consideration by school districts in structuring their enrollment policies and procedures:

- Concentrate on collecting documents which establish residence in the school district and the student's age. A child age 5 and over and under age 21 (22 for special education students) who is not a high school graduate is entitled to attend school in the school district where the child resides. See Connecticut General Statutes (C.G.S.) Section 10-186.
- If the application lists specific documents which may be used to establish residency, (e.g., a deed, lease, utility bill), advise applicants also that if a person claiming residency cannot provide an enumerated document, an exception will be made to allow for an affidavit or other bona fide documentation of residency that the applicant is able to provide.
- Do not request documents to establish citizenship or immigration status. Requests for these documents may deter some families from trying to enroll a child. All children have a right to attend school, including undocumented children. *Plyler v. Doe*, 457 U.S. 202 (1982).
- To promote enrollment of all eligible students, include a statement in the enrollment policies that all children of school age who reside in the school district are entitled to attend public school in the district.
- Include a statement that students experiencing homelessness are entitled to attend school in the school district and provide the contact information for the McKinney-Vento liaison or other school district representative who can assist a student or a family experiencing homelessness.
- Review your policies and procedures with an eye toward making the enrollment process one that is welcoming and inclusive.

This Memorandum does not address all issues which a school district will confront in writing its enrollment policies. A model enrollment policy is forthcoming from the CSDE and will be communicated to districts. School districts are also encouraged to discuss their policies with their own legal counsel. School districts or their counsel may contact Attorney Louis Todisco at [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov) with questions.