



# Enrollment Guidance

## For Parents or Guardians Enrolling Children in a Connecticut Public School

The Board of Education of this Connecticut school district (the “Board”) welcomes families and children who reside in \_\_\_\_\_. It is the mission of the Board and district staff to provide all children who reside in \_\_\_\_\_ with an excellent education.

The Board has prepared this Enrollment Guidance to assist parents or guardians who are enrolling children in \_\_\_\_\_ Public Schools. We ask parents or guardians enrolling children to read this Enrollment Guidance carefully and to assemble the information needed to enroll your children in \_\_\_\_\_ Public Schools.

**We are here to help.** While we have tried to make this Enrollment Guidance user friendly, if you have questions, please contact our Enrollment Coordinator:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Some Guiding Principles

**Children who reside in \_\_\_\_\_ are entitled to attend school here.**

The Board will provide a free public education, sometimes referred to as school accommodations, to any child who, in accordance with Connecticut law, resides in \_\_\_\_\_, is five years of age (by January 1st), and under 21 years of age (22 for special education students), and who has not graduated from high school.

The Board’s commitment to providing school accommodations to all children who reside in \_\_\_\_\_ includes children who have recently arrived from other states or countries and children who speak no or limited English. The right to attend school applies to children who are not citizens and/or whose parents are not citizens. **The district does not collect any information on citizenship or immigration status.**

**Children experiencing homelessness may attend school in \_\_\_\_\_.**

The Board will provide school accommodations to children who are homeless within the meaning of the Federal McKinney-Vento Homeless Assistance Act. The McKinney-Vento law grants the right to attend school to children and youth experiencing homelessness, including “unaccompanied youth” who are not in the custody of a parent or guardian. Under the McKinney-Vento law, homeless children and youth include children and youth who:

- lack a fixed, adequate, regular nighttime residence, including children and youth who share the housing of others due to loss of housing, economic hardship, or similar reasons;
- have a nighttime residence that is a public or private place not designed for or used as a regular sleeping accommodation for human beings, e.g., cars, public spaces, parks, abandoned buildings, substandard housing, bus or train stations;
- live in temporary housing, such as a shelter or a motel, or are abandoned in hospitals.

***Children experiencing homelessness need not establish residency.***

If a parent or a child (if unaccompanied) believes that the child may meet the definition of “homeless,” please contact our liaison for homelessness:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Once residency in \_\_\_\_\_, or homelessness, and a child’s age are established, a child is eligible to attend school in the district.<sup>1</sup> As discussed on page 4, a child may begin to attend school after the district receives a health assessment and proof of immunization.

**Residency**

The discussion below covers most living situations and will assist you in collecting the documentation needed to show residency. The district, however, understands that other living arrangements may exist, and is prepared to review these situations and consider other means of showing residency.

1. **Documents showing home ownership.** A number of documents may show home ownership and residence in \_\_\_\_\_. For example, a deed to the property, a mortgage document, a property tax record, or a homeowner’s insurance policy, showing a \_\_\_\_\_ address, can provide evidence of residency in \_\_\_\_\_.
2. **A written lease agreement.** A current written lease agreement for a house, apartment, or other dwelling unit in \_\_\_\_\_ can provide evidence of a family’s residence in \_\_\_\_\_.
3. **Rental of a home without a written lease.** Some families may rent their home without a written lease. If this is the case, the family can provide as evidence of residency a letter from the property owner addressed to the district’s Superintendent of Schools stating the property address in \_\_\_\_\_ and that the family is renting the home without a written lease.
4. **Other living arrangements.** A family may be living with friends or relatives in \_\_\_\_\_. If this is the case, the friend or relative with whom the

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<sup>1</sup> Enrolling a child in school also involves collecting other information for educational and statistical purposes. As previously noted, this information does not pertain to citizenship or immigrations status. While collection of this information will occur during the enrollment process, the collection of this information does not affect a child’s ability to begin school.

family is living can provide a letter addressed to the Superintendent of Schools to confirm that the family lives with the friend or relative in \_\_\_\_\_ . Living with friends or relatives may also provide a basis for a claim of homelessness, but this is not always the case.

5. **Business correspondence showing the family's address.** Business correspondence showing a \_\_\_\_\_ address may provide evidence of residence in the district. A current utility bill (electric, gas, water), a cable bill, home or cell phone bill, correspondence from an insurance company, correspondence related to government benefits (Medicaid, Medicare, Supplemental Nutrition Assistance Program ["SNAP"], disability, etc.) all may provide evidence of residence in the district.
6. **A driver's license or automobile registration documentation.** Having a driver's license is not required. However, a parent or child's current driver's license showing a \_\_\_\_\_ address can be evidence of residency.
7. **An Affidavit of Residency.** An Affidavit of Residency may be necessary if a family cannot provide documentation as set forth above or if supplemental documentation is deemed necessary. An affidavit of residency is a written statement given under oath that children reside in \_\_\_\_\_. A sample affidavit of residency is provided on page 5 of this Enrollment Guidance. An untrue sworn statement as to residency may be punishable under the law.
8. **Children not living with parents or guardians. Connecticut General Statutes (C.G.S.) Section 10-253(d).** Children usually will reside with a parent or guardian, but this may not always be the case. Children may be residing with relatives or nonrelatives. In this situation, when it is the intention of the relatives or nonrelatives and of the children or their parents or guardians that such residence is to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations, the children are entitled to school accommodations to the same extent as children living with parents or guardians. The school district may require an affidavit or other documentation that the requirements of C.G.S. Section 10-253(d) have been met.

Sometimes it may be necessary to supply documentation from more than one category.

## Age

The school district requests that parents or guardians provide a child's birth certificate as a part of the enrollment information if one is available. However, if a parent or guardian is unable to supply a child's birth certificate, other evidence of a child's age is acceptable. In addition to a birth certificate, the documents listed below, or similar documents, are generally sufficient to establish a child's age:

- earlier school records;
- a medical record which includes age;
- a physician's certificate verifying the child's age;
- an immunization record;
- a baptismal record;

- a driver’s license or passport;
- a government issued identification document; or
- a parent’s affidavit or unsworn statement as to the child’s age.

Documents that are submitted to establish age will be used only for that purpose.

## **Health Assessments and Immunization Verification**

Once residency in \_\_\_\_\_ and a child’s age are established, a child is eligible to attend school in \_\_\_\_\_. However, prior to a child actually attending school, legal requirements that children receive health assessments and immunizations must be met.<sup>2</sup>

### ***Health Assessments***

Under Connecticut law, the Board must require a health assessment, the results of which shall be included in the cumulative health record of each pupil — which is protected under federal confidentiality laws — and shall be kept on file in the school such pupil attends. The required components of such health assessment and the manner in which they are handled by school districts can be found in Connecticut General Statutes Section 10-206. Should you have additional questions pertaining to the health assessment, please contact the school district.

### ***Required Immunizations***

Connecticut law also provides that the Board require each child be protected from certain diseases by immunization. Section 10-204a of the Connecticut General Statutes discusses in great detail the immunization requirement, including the specific immunizations that students must have. Should you have additional questions pertaining to the immunizations, please contact the school district.

## **What if there is a disagreement about eligibility to attend school?**

In rare circumstances there may be a disagreement as to whether a child is entitled to attend school in the district because the district believes the student does not actually reside within the Board’s educational jurisdiction or is uncertain that the child does, in fact, qualify as homeless under McKinney-Vento. If this should occur, Connecticut General Statutes Section 10-186 may provide a remedy. In short, if a school district denies a student enrollment for one of the reasons just noted, Section 10-186 entitles a parent or guardian of any child who is denied schooling, or an emancipated minor, a pupil eighteen years of age or older or an unaccompanied youth who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school to request in writing (this includes e-mail) a hearing to challenge that denial. The request should be sent to the attention of the Superintendent of Schools. Upon the receipt of such written request, the district will arrange for a hearing before the Board, a committee of the Board, or an Impartial Hearing Officer serving on behalf of the Board. The district will provide more information about this process if a hearing is requested.

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<sup>2</sup> A child experiencing homelessness may attend school while these requirements are being fulfilled.

# Affidavit of Residency

\_\_\_\_\_, being first duly sworn, states as follows:

1. I am over the age of 18 years, and I believe in the obligations of an oath.
2. I am making this Affidavit to establish the residency in \_\_\_\_\_, Connecticut of the children named below who are seeking to be enrolled in school in the \_\_\_\_\_, Connecticut school district.
3. I understand that the \_\_\_\_\_ School District will rely on this Affidavit in deciding whether the children named below will be enrolled in school in the \_\_\_\_\_ School District and that it is important that the statements I make in this Affidavit are true.
4. I live at the following address in \_\_\_\_\_, Connecticut:  
\_\_\_\_\_  
\_\_\_\_\_
5. I am the parent or guardian of the following child or children who are seeking enrollment in the \_\_\_\_\_ School District (Include names and ages of the child or children here).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Each of the children (or the child) named above live with me in \_\_\_\_\_, Connecticut at the address I have stated above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

State of Connecticut

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court