

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

200-AR-2. RESIDENCY INVESTIGATION

The district reserves the right to conduct an investigation to determine if an enrolled student and his/her parents/guardians reside within the boundaries of the school district.

The building principal will monitor the building's student enrollment data to determine continued eligibility for attendance in the district.

When a validity of residence question arises, the principal will compile all relevant information and submit the information in writing to the Superintendent or designee.

The Superintendent or designee will determine whether or not to conduct further investigation and the nature and scope of the investigation.

The Superintendent or designee may verify information with other schools, governmental agencies, and other public or private agencies to determine the legitimacy of a claimed residence. The Superintendent or designee may also conduct a home/school visit and/or contact a private investigator.

If the investigation indicates that the residency is not valid, the Superintendent or designee will notify the parents/guardians that the student may no longer attend the district schools, unless accepted as a tuition student. The written notice will state that it will become effective within seven (7) days of the date of notice, unless a meeting is requested within that time period with the Superintendent or designee to review the facts.

If a meeting is requested, it will be held within seven (7) days of the date of request. At the meeting, the basis of the conclusion that the residency is not valid will be reviewed, and any other facts presented will be considered.

Following the meeting, the Superintendent or designee will notify the parents/guardians in writing of the final determination. If the decision requires disenrollment, it will be effective immediately.

The notice also will contain information about the procedure for requesting the student be classified as a tuition student.

Parents/Guardians who have been determined to have improperly enrolled a child in the district will be billed for tuition costs and investigation costs and may be prosecuted for falsifying information.