

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 202-AR-0. NONRESIDENT STUDENTS

Nonresident students may be admitted to district schools upon proper application and submission of required documents by the parents/guardians.

All claims of residency will be verified by district staff.

Nonresident students may be denied admission when the educational facilities or instructional program maintained for district students is unable to meet the needs of the applicant.

Continued enrollment of a nonresident student will be contingent upon the student maintaining established standards of academics, attendance and discipline.

A student residing with an adult other than the natural parents will be enrolled following receipt of documents required for enrollment by law and Board policy and one (1) of the following:

1. Verification that the student resides at a federal installation.
2. Appropriate legal documentation, such as a court order, to show dependency or guardianship.
3. Sworn, notarized statement indicating that the signer is a district resident; is supporting the child gratis, without personal compensation or gain; will assume all personal obligations for the child relative to school requirements; intends to keep and support the child continuously and not merely through the school term; and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.

Information concerning health and compliance with immunization requirements, proof of age, proof of residency, and the Parent Registration Statement must be submitted to the school prior to enrollment of the student. District staff will contact the previous school district to obtain the student's transcripts and school records.

Enrollment of the nonresident student will be completed the next school day following receipt of required documentation by the district.

If enrollment of a nonresident student is denied, the parents/guardians will be notified in writing of the reason(s); and submitted records will be returned, upon request.

### Nonresident Children Placed In Resident's Home

Nonresident school age children placed in the home of a district resident by court order or an arrangement with an association, agency or institution having the care of neglected and dependent children, when the resident is compensated for the child's care, will be enrolled in district schools without tuition.

Before accepting a nonresident school age child for such compensation, the resident guardians must secure from the district's Superintendent or designee a written statement that the student can or cannot be accommodated in district schools. If the student cannot be accommodated, the reasons must be given in writing.

Prior to enrollment of the student, the resident must present proof of residence and documentation to comply with all established enrollment requirements, including proof of age, immunizations records and Parent Registration Statement.

At the time of registration, the resident will be required to present a copy of the court order or a letter from the placing agency, association or institution, which will be attached to the district's copy of the student registration.

Designated staff will be required to obtain information from the agency, association or institution that is required to receive state reimbursement for the student.

### Residents Of Institutions

Nonresident school age children who are living in or assigned to an institution for the care or training of children located within the district will be enrolled in district schools. The district and the institution in which the student is placed should develop a written agreement for the provision of educational services.

The district will provide transportation to such students attending district schools.

The Business Office will be responsible for billing for tuition fees for such students.

For students in institutions located in the district who are attending district schools and are suspected or identified as eligible students relative to special education services, the district is responsible for the following:

1. Providing the student with an appropriate program of special education and training consistent with laws and regulations.
2. Maintaining contact with the home district of the student to keep that district informed of its plans for educating the student and seeking the advice of the district with respect to the student.

The district and the student's home district may develop a written agreement for an arrangement of educational and procedural responsibilities, in accordance with law. The agreement must be approved by the Department of Education, after notice to and an opportunity for comment by the parents/guardians of the student.

Children Of Military Personnel

When military personnel who are parents/guardians of a student are deployed and the student lives with relatives or family friends who are district residents for the period of deployment, the student will be enrolled in district schools.

The district resident is presumed to be supporting the child gratis, and no tuition will be charged.