

AGE, RESIDENCY, AND ENROLLMENT REGULATIONS**General**

The responsibility for the student enrollment and the determination of student residency is delegated to the Assistant Superintendent for Administrative Services, the Director of Elementary Education, and/or the Director of Secondary Education, or their designees who will process documents related to student enrollment. The District will not require enrolling students to provide a Social Security Card or number or provide any information that would tend to reveal the immigration status of the child, the child's parent(s), or the person(s) in parental relations.

Proof of Age

Proof of Age must be submitted at the time of enrollment. The following constitutes appropriate proof:

- 1) a certified transcript of a birth certificate or record of baptism;
- 2) if a birth certificate or record of baptism is not available, then a passport;
- 3) If items from Categories 1 or 2 are not available, other documentary or recorded evidence which has been in existence for more than two years may be used. Examples of this include, but are not limited to:
 - a. Official driver's license
 - b. State or other government issued identification
 - c. School photo ID with date of birth
 - d. Consulate identification card
 - e. Hospital or health records
 - f. Military dependent ID card
 - g. Documents issued by federal, state, or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)
 - h. Court orders or other court-issued documents
 - i. Native American tribal document
 - j. Record(s) from non-profit international aid agencies and voluntary agencies (VOLAGs)

If the above items are not available, a representative of the Office of Instruction and Curriculum will provide assistance.

Proof of Immunization

Registrants must present a record of immunizations and a health certificate from a licensed physician in accordance with Public Health Law. Current requirements are listed on the Student Health Form.

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Proof of Residency

Residents wishing to enroll their children in the School District must provide sufficient proof of their legal residency in the Corning-Painted Post Area School District at the time of enrollment or not later than three business days of a child's initial enrollment. The District's residency determination will be made within three business days of a child's initial enrollment unless the required documentation is not submitted until the third business day. In that case, the residency determination will be made on the fourth business day following enrollment.

The registrant must provide at least one form of proof from Category A and two forms of proof from Category B. If the registrant does not have a form of proof from Category A, then the individual must provide three forms of proof out of Category B.

Category A:

- Copy of a residential lease or proof of ownership of a house or condominiums, such as a deed or mortgage statement or mortgage commitment letter for a newly purchased home;
- Statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the District, which may be either sworn or unsworn; or
- Statement by a third party establishing the physical presence in the district of the parent(s) or person(s) in parental relation.

Category B:

- Payroll stub
- Income tax form
- Utility or other bills (such as a major credit card) sent to the student's home address
- Membership documents – such as library cards – based upon residency
- Voter registration document
- Official driver's license, learner's permit or non-driver ID
- State or other government issued identification
- Documents issued by Federal, State, or local agencies (e.g., local social service agency, federal office, refugee resettlement)
- Evidence of custody of the child, including, but not limited to, judicial custody orders or guardianship papers
- Current homeowner's policy
- Current bank statement

The Corning-Painted Post Area School District retains the right to request additional proof of residency at any time, notwithstanding the above documentation. Prior to making a final decision regarding a child's entitlement to attend school, the District will afford the parent, person in parental relation, or the child, as appropriate, the opportunity to submit information concerning the child's right to attend. Within two business days of concluding a child is not entitled to attend school as a District resident, the District will provide written notice stating the following:

- The child is not entitled to attend the public schools of the district

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- The specific basis for the determination that the child is not a resident, including but not limited to a description of the documentary or other evidence upon which the determination is based
- The date the child will be excluded from school if the child was enrolled and is attending
- The determination may be appealed to the Commissioner of Education in accordance with Education Law Section 310 within 30 days of the date of the determination, and that the instructions, forms and procedures for taking an appeal, including translated versions of the instructions, forms and procedures, may be obtained from the Office of Counsel at www.counsel.nysed.gov, or by mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518) 474-8927.

Proof of parental relationship (if applicable):

In certain instances, the District may also require proof of parental relationship or proof that the child resides with the parent(s) or person(s) in parental relations. In those cases, the District may accept an affidavit of parental relationship and indication that the child resides with those in a parental relationship or an indication that they are in parental relationship with total and permanent custody. Other evidence may be accepted related to a child residing with a sponsor with whom the child has been placed by a federal agency. Submission of a judicial custody order or an order of guardianship is not required as a condition of enrollment. Where such an order is submitted, however, it will be deemed adequate proof of the care, custody, and control of the child so long as the child is living with the guardian.

Emancipated Minors:

A determination of whether student is to be designated as an emancipated minor in the Corning-Painted Post School District will be based on evidence that the student is no longer under custody, control, and support of his or her parents/guardians. The District may require an affidavit from the student and parent/guardian as proof of emancipation and residence, in addition to supporting documentation of the student's age, means of support, home address and circumstances surrounding the student's emancipation (e.g., rent receipts, pay stubs, driver's license, letter from the Department of Social Services, a description of the student's relationship with his or her parents/guardians.)

However, a statement from the parents/guardians of an emancipated minor describing the nature of their relationship to the child may not be required where, based upon the facts of the case, it places an unreasonable burden on the prospective student. These statements are renewable prior to the beginning of each school year. If at any time the above information is changed without prompt notification to the School District within thirty (30) days of such change or if any of the submitted information is proven false, the District may pursue reimbursement of tuition.

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Homeless Children:

Enrollment of children entitled to designation as homeless pursuant to the McKinney-Vento Act will be processed in accordance with Board Policy No. 5151.