

RESIDENCY POLICY

The Newtown Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law.

If the Newtown Public Schools (“District”) denies school accommodations, including a denial based on an issue of residency, it shall inform the parent or guardian of such child or the child, in the case of an emancipated minor, a student eighteen years of age or older or an unaccompanied youth, of the right to request a hearing by the Board in accordance with Connecticut General Statutes Section 10-186.

To facilitate compliance with Board policy and applicable law, the Board directs the Administration to develop administrative regulations regarding procedures for establishing and verifying residency for purposes of enrollment and school accommodations.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Martinez v. Bynum, 461 U.S. 321, 328 (1983)

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

- | | |
|--------|--|
| 10-15f | Interstate Compact on Educational Opportunity for Military Children |
| 10-253 | School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems |

10-186

Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf

ADOPTED: October 6, 2026

Newtown Public Schools
Newtown, CT

ADMINISTRATIVE REGULATIONS REGARDING RESIDENCY

The Newtown Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law. The Board shall provide school accommodations to any child (or eligible individual over the age of eighteen) who, in accordance with Connecticut law, resides in Newtown, Connecticut, meets the state’s age requirements, and has not graduated from high school. The Board’s commitment to providing school accommodations to all children (and eligible adults) who reside in Newtown includes those who are not citizens and/or whose parents are not citizens. In addition, the Board shall provide school accommodations to children who are homeless and unaccompanied youth in accordance with state and federal law and the Board’s policy regarding Homeless Students, and in any other circumstances required by law.

The Administration has approved the following procedures to facilitate compliance with Board policy and applicable law, as they relate to establishing and verifying residency for purposes of enrollment and school accommodations. The procedures described in these administrative regulations, including the requirements for the completion of forms, shall be used for all students enrolled in, or seeking to enroll in, the Newtown Public Schools (the “District”), unless a student is entitled to attend District schools in accordance with the Board’s Non-Resident Admission/Tuition Students policy. Notwithstanding the foregoing, if any procedure or form described in these administrative regulations conflicts with the procedures described in the Board’s Policy regarding Homeless Students, the provisions of that policy shall control.

In addition, prior to attending school, in accordance with state law and Board policy, the District will require proof of age and adequate proof of health assessments and immunizations.

I. PROOF OF RESIDENCY

A. Prior to Enrollment

In order for a student to enroll in the District, the student’s parent or legal guardian, or the student if the student is eighteen years or older or an emancipated minor (an “adult student”), must show proof of residency.

For children who live in Newtown with their parents, or for adult students, the District shall require completion of the Verification of Residence, Certification of Residence, and/or additional documentation that may be necessary to establish residency.

For children or adult students whose parents do not reside in Newtown, parents, guardians, and/or adult students must demonstrate that the student has established residency in Newtown with “another person” under the following conditions:

1. Residency with another person is intended to be permanent.

2. Residency is provided without pay from the student or the student's family.
3. Residency is not for the sole purpose of obtaining school accommodations in Newtown Public Schools.

In such circumstances, the parent or adult student shall submit a notarized Residency Affidavit and Parent's or Adult Student's Statement, and the other person shall sign a notarized affidavit, the Host's Statement, indicating that the student is residing with them.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

B. When There Is Reason to Believe an Enrolled Student Is No Longer Entitled to School Accommodations in the District

The District recognizes that there may be circumstances in which there is reason to believe that a student attending school in the District is not entitled to school accommodations based on residency. In such instances, the District shall seek additional information and documentation from the student's parent or legal guardian, the individual with whom the student lives, and/or the adult student. Depending on the particular facts and circumstances, the District may direct the parent, guardian, other responsible adult and/or adult student to submit and/or complete relevant documentation, including but not limited to documents described in Section I.A of these regulations.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

II. DECISIONS REGARDING RESIDENCY AND ENROLLMENT

The decision regarding the residency status of any student shall be made by the Superintendent or designee. The Superintendent or designee's decision and approval of the enrollment of a non-resident student in any school year shall not be binding in any subsequent school year. At the end of each school year, the Superintendent or designee will review the status of each non-resident student enrolled pursuant to this policy and the Board's policy on Non-Resident Admission/Tuition for approval or denial for the ensuing school year. The Superintendent's decision regarding the acceptance for enrollment or continued enrollment of a non-resident student under the Board's policy on Non-Resident Admission/Tuition is final and not appealable to the Board of Education.

III. DENIAL OF SCHOOL ACCOMMODATIONS ON THE BASIS OF RESIDENCY

If a student is denied school accommodations for residency reasons, the District shall inform the parent, guardian, or adult student of the right to request a hearing before the Board in writing within ten (10) school days of receiving notice of denial of school

accommodations. A copy of the Board's Residency policy and these regulations shall also be provided.

The Board shall provide a hearing within ten (10) days after receipt of such request. The Board may (A) conduct the hearing, (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or (C) establish a local impartial hearing board of one or more persons not members of the Board to conduct the hearing. After such hearing is held, the Board shall (1) make a stenographic record or tape recording of the hearing; (2) make a decision on student eligibility to attend District schools within ten (10) days after the hearing; and (3) notify the parent, guardian, or adult student of its findings. Hearings shall be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes.

Any parent, guardian, or adult student aggrieved by the Board's finding shall, upon request, be provided with a transcript of the hearing within thirty (30) days of such request and may take an appeal from the finding to the State Board of Education ("State Board"). If an appeal is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Board, subcommittee or local impartial hearing board shall be final.

If a State Board hearing is requested in writing, the student has the right to attend District schools pending a hearing before the State Board. In addition, the Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board.

If the State Board determines that the student was not a resident of the District and therefore not entitled to school accommodations in the District, a per diem tuition (equal to the District expenditure per student divided by 180) will be assessed for each day the student attended District schools when not eligible to attend.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Martinez v. Bynum, 461 U.S. 321, 328 (1983)

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

- | | |
|--------|--|
| 10-15f | Interstate Compact on Educational Opportunity for Military Children |
| 10-253 | School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems |
| 10-186 | Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers |

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf

ADOPTED: October 6, 2026

Newtown Public Schools
Newtown, CT

NEWTOWN PUBLIC SCHOOLS

VERIFICATION OF RESIDENCE

(For New Enrollee/Student Transfer/Change of Address)

Parent/Legal Guardian Statement

I (print name) _____ the parent or legal guardian of (student name)
_____ (address) _____

certify that the above named student actually lives full time (typically 7 days per week) at the above
address. The telephone number at the same address is _____ and the telephone number
in an emergency is _____.

Student Aged 18 or Older or Emancipated Minor ("Adult Student") Statement

I (print name) _____ am eighteen years of age or older or an emancipated minor, and
reside at _____ (address). The telephone number at the same address is
_____ and the telephone number in an emergency is _____.

This information and the documents provided are accurate. I authorize representatives of the Newtown
Public Schools to verify this information, and I understand falsification of any information or documents
required for this verification will result in revocation of registration for the student, and may lead to liability
for tuition and to civil penalties for fraud.

Parent/Guardian Signature: _____ Date: _____

AND/OR

Adult Student Signature: _____ Date: _____

For Transfers only

Current School (*send records*) _____ **New School** _____

FOR OFFICE USE ONLY

In order to verify district residence, the parents, guardians, or adult student must sign above and provide
documents from any category of the items listed below.

__ 1. Copy of one of the following at address within the district in the parent's, guardian's or adult
student's name:

- __ a. Deed to home or current rental agreement
- __ b. Escrow papers or signed mortgage commitment
- __ c. Mortgage document, property tax record, or homeowner's insurance policy

- ___ d. Current utility, cable or telephone bills
 - ___ e. Correspondence related to government benefits (e.g., Medicaid, Medicare, SNAP)
 - ___ f. Driver's license, automobile registration, or automobile insurance
 - ___ g. Notarized letter from landlord or owner acknowledging parent/guardian's and student's residence
-
- ___ 2. Certification of Residence and affidavits to be filled out by person with whom family and/or student reside. Verification visit by Residency Confirmation staff may follow; **student may attend school.**
 - ___ 3. Verification visit by Residency Confirmation staff (for situations not covered by 1 and 2); **student may not attend school until complete.**

Documents seen by: _____ on _____

NEWTOWN PUBLIC SCHOOLS
CERTIFICATION OF RESIDENCE
(For student living in a leased dwelling)

DATE: _____

RE: _____

As part of our residency process, we are requesting that you as the landlord/owner of or the family residing at the following residence providing this notarized statement verify that:

Name of Student(s)

Name of Parent(s)

Reside at the following address: _____.

I, _____ certify that the named student(s) and parents (local resident/relative/guardian, etc.) (cross out what does not apply)

() live/rent, or () reside with me at the above-listed address, in a home owned or occupied by me in Newtown.

I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of said student(s) if they, in fact, do not reside in Newtown.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s). I also understand that this document may be used as evidence in a court of law.

I agree to immediately notify the Newtown Public Schools if the above-described student(s) cease(s) to reside at this address.

Signed:

Date: _____

Signed and sworn to before me this ____ day of ____, 20__

Notary Public

If you have any questions regarding this form, please contact _____, Newtown Public Schools.

NEWTOWN PUBLIC SCHOOLS

CONFIDENTIAL RESIDENCY AFFIDAVIT

(For student residing with someone other than the student's parent/guardian)

The Newtown Public Schools, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in Newtown and is not residing with their parent(s) and whose parents are not residing in Newtown. This form is required when there is a question about the student's actual residence. The student, parent and person with whom the student is living must fill out this form together.

Date _____

1. Student's Name _____ DOB: _____
(Last) (First) (Middle)

2. Student's Newtown Address _____
(No. and Street)
Telephone # _____

3. Name of Person With Whom Student Lives _____
Relationship _____
Address _____
(No. and Street)
Telephone #) _____

4. Date Student Moved to Newtown _____
(Month) (Day) (Year)

5. Student's Former Address _____
(No. and Street) (Town) (State)

6. Former School _____ Grade _____

7. Name of Student's Parent _____

Parent's Address _____
(No. and Street) (Town) (State)
(Telephone #) _____

8. Name of Student's Parent _____

Parent's Address _____
(No. and Street) (Town) (State)
(Telephone #) _____

9. Name, Address and Telephone Number of Student's Court Appointed Legal Guardian,
if Applicable _____

PARENT'S/ADULT STUDENT'S STATEMENT

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and the student reside(s) with _____ who is _____
(Name of Person) (Relationship)

at _____
(No. Street) (Telephone #)

I further certify that this is intended to be a bona fide permanent address at which the student will be living for _____ days and _____ nights per week and that I am not providing payment for having the student reside with _____.

For Parents:

I further certify that my child is not living with me because _____

For Adult students:

I certify that I am not living with my parents because: _____

As a parent of the student and/or the adult student named on this form, and as a nonresident of the Town of Newtown, I attest to the accuracy of the information contained in this form. Further, I certify that, while a permanent resident of the Town of Newtown, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Newtown, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Newtown Public Schools illegally, the Newtown Public Schools reserves the right to recover the costs for such education from me, the undersigned.

I also understand that this document may be used in a court of law as evidence against me.

Parent's Signature

Date

Adult Student's Signature

Date

OPTIONAL: I hereby certify that the said _____ has
(Person's Name)

the full right to act in my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

Parent's Signature

Date

Witnessed By:

Witness (Notary Public)

Date

HOST'S STATEMENT

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and that the student resides with me at _____
(No. and Street)

. I further certify that this is intended as a bona fide permanent address, that this student will be living with me ____ days and ____ nights per week, and that I am not receiving payment for having this student reside with me.

I certify that this student is residing with me because _____

As the host of the student named on this form, and as a resident of the Town of Newtown, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Newtown, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Newtown in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Newtown Public Schools illegally, the Newtown Public School reserves the right to recover the costs of such education from me, the undersigned.

I also understand that this document may be used in a court of law as evidence against me.

* * If you are the guardian of the student, please indicate the date and source of your authority:

Date Authority _____

OPTIONAL: I, _____, understand

(Name of Person)

that I have full responsibility for this student concerning any and all school disciplinary, administrative, and medical matters.

Host's Signature

Date

Witnessed By:

Witness (Notary Public)

Date

NEWTOWN PUBLIC SCHOOLS
(Notification of Need to Establish Residency Prior to Enrollment)

DATE:

RE:

DOB:

Dear [Name of Parent(s) or Adult Student]:

In order for a student to attend public school in Newtown, the student's parent or legal guardian or the adult student must live in Newtown or the parent or adult student must officially establish that residency in Newtown with "another person" under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the student or the student's family.
3. Residency is not for the sole purpose of obtaining school accommodations in Newtown Public Schools.
4. The parent or adult student submits a notarized Residency Affidavit and Parent's or Adult Student's Statement.
5. The other person signs a notarized affidavit (Host's Statement) that the student is residing with them.

Enclosed is a three page form titled "Residency Affidavit" which contains the parent's/adult student's and host's statement. Complete the residency affidavit personally and ensure the Parent's/Adult Student's and the Host's statements are completed. Please fill them out completely, having the parent's/adult student's and host's statements notarized. Please schedule an appointment with the residency coordinator within ten days to review this information.

Unless we receive these documents which prove the student does have a permanent address in Newtown, we will begin disenrollment proceedings.

Sincerely,

CC: Principal
Newtown Resident
Special Education Director

NEWTOWN PUBLIC SCHOOLS
(Notification of Need to Establish Residency
or District will Initiate Disenrollment Proceedings)

DATE:

RE:

DOB:

Dear [Name of Parent(s) or Adult Student]:

In order for a student to attend public school in Newtown, the student's parent or legal guardian must live in Newtown or the parent, or an adult student, must officially establish residency in Newtown with "another person" under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the student or the student's family.
3. Residency is not for the sole purpose of obtaining school accommodations in Newtown Public Schools.
4. The parent or adult student submits a notarized Residency Affidavit and Parent's or Adult Student's Statement.
5. The other person signs a notarized affidavit (Host's Statement) that the student is residing with them.

Enclosed is a three page form titled "Residency Affidavit" which contains the parent's/adult student's and host's statement. Please fill them out completely, having the parent's/adult student's and host's statements notarized. Please schedule an appointment with the principal within ten days to review this information.

Unless we receive these documents which prove the student does have a permanent address in Newtown, we will deny school accommodations to the above named student.

Sincerely,

CC: Principal
Newtown Resident
Special Education Director

NEWTOWN PUBLIC SCHOOLS
RESIDENCY AFFIDAVIT RENEWAL

DATE: _____

TO WHOM IT MAY CONCERN:

I _____
(NAME OF LOCAL RESIDENT)

CERTIFY THAT THE RESIDENCY

AFFIDAVIT FILED ON _____
(DATE)

ON BEHALF OF MY

_____,
(RELATIONSHIP)

_____, REMAINS TRUE. THE ABOVE NAMED STUDENT
(STUDENT'S NAME)

RESIDES WITH ME AT

(ADDRESS)

CONNECTICUT AND THE TELEPHONE NUMBER IS _____.

(SIGNATURE OF LOCAL RESIDENT)

WITNESSED BY:

(NOTARY PUBLIC)

NEWTOWN PUBLIC SCHOOLS
(Notice of Need to Renew Residency Affidavit)

DATE:

RE:

DOB:

Dear

Enclosed is a copy of the Residency Affidavit on file for the above named student as well as a Residency Affidavit Renewal Form.

Please review the information on the original Affidavit, complete the Renewal form, and return both documents to me.

This information must be returned by _____ in order to assure
_____ continued enrollment in the Newtown Public Schools.

If you have any questions regarding this request, please feel free to call me at
_____.

Sincerely,

NEWTOWN PUBLIC SCHOOLS
(Notice of Denial of Child's Enrollment)

DATE:

RE:

DOB:

Dear [Name of Parent/Guardian]

An investigation has been conducted to determine whether your child is a "permanent resident" of Newtown. Our investigation leads us to conclude that your child is not a "permanent resident" of Newtown and is, therefore, denied enrollment in Newtown Public Schools for the following reasons:

1. We have established your permanent residence to be: _____.
2. We cannot find any permanent residence in Newtown for your child.
3. We have been informed by _____ that your child, _____ has been with _____ on a temporary basis and will be leaving this residence by _____.
4. We were informed on _____ by _____ that your child, _____, no longer resides in Newtown.

You, as legal guardian of your child, have a right to a hearing on denial of school accommodations based on residency by the Newtown Public Schools, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the Board of Education because of the denial of school accommodations.

If no such request is received in ten (10) school days, your child will not be allowed to enroll in the Newtown Public Schools.

If you choose a hearing, you have the right to counsel at your own expense, and the hearing will be conducted in accordance with Conn. Gen. Stat. 10-186.

Sincerely,

Enc: Board Policy and Administrative Regulations Regarding Residency
CC: Superintendent
Special Education Director
Principal of Nexus Town
Newtown Principal
Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Notice of Denial of Adult Student's Enrollment)

DATE:

RE:

DOB:

Dear [Name of Adult Student]:

An investigation has been conducted to determine whether you are a "permanent resident" of Newtown. Our investigation leads us to conclude that you are not a "permanent resident" of Newtown and therefore, you are denied enrollment in Newtown Public Schools for the following reasons:

1. We have established your permanent residence to be: _____.
2. We cannot find any permanent residence in Newtown for you.
3. We have been informed by _____ that you have been with _____ on a temporary basis and will be leaving this residence by _____.
4. We were informed on _____ by _____ that you no longer reside in Newtown.

You have a right to a hearing on denial of school accommodations based on residency by the Newtown Public Schools, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the Board of Education because of the denial of school accommodations.

If no such request is received in ten (10) school days, you will not be allowed to enroll in the Newtown Public Schools.

If you choose a hearing, you have the right to counsel at your own expense, and the hearing will be conducted in accordance with Conn. Gen. Stat. 10-186.

Sincerely,

Enc: Board Policy and Administrative Regulations Regarding Residency

PC: Superintendent

Special Education Director

Principal of Nexus Town

Newtown Principal

Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Notice of Child's Disenrollment)

DATE:

RE:

DOB:

Dear [Name of Parent/Guardian]:

An investigation has been conducted to determine whether your child is a "permanent resident" of Newtown. Our investigation leads us to conclude that your child is not a "permanent resident" of Newtown and is, therefore, denied enrollment in Newtown Public Schools for the following reasons:

1. We have established your permanent residence to be: _____.
2. We cannot find any permanent residence in Newtown for your child.
3. We have been informed by _____ that your child, _____ has been with _____ on a temporary basis and will be leaving this residence by _____.
4. We were informed on _____ by _____ that your child, _____, no longer resides in Newtown.

You, as legal guardian of your child, have a right to a hearing on disenrollment by the Newtown Public Schools, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the Board of Education because of the denial of school accommodations and disenrollment of your child. You have the right to request, within ten (10) school days, that your child remain in Newtown Public Schools while the hearing is in progress. Should it be determined through the hearing process that your child was not entitled to attend Newtown Public Schools, you will be responsible for tuition during such period in accordance with Conn. Gen. Stat. 10-186(b)(4).

If no such request is received in ten (10) school days, your child will no longer be allowed to attend school in Newtown Public Schools.

If you choose a hearing, you have the right to counsel at your own expense, and the hearing will be conducted in accordance with Conn. Gen. Stat. 10-186.

Sincerely,

Enc: Board Policy and Administrative Regulations Regarding Residency

PC: Superintendent

Special Education Director

Principal of Nexus Town

Newtown Principal

Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Notice of Adult Student's Disenrollment)

DATE:
RE:
DOB:

Dear [Name of Adult Student]:

An investigation has been conducted to determine whether you are a "permanent resident" of Newtown. Our investigation leads us to conclude that you are not a "permanent resident" of Newtown and therefore, you are denied enrollment in Newtown Public Schools for the following reasons:

1. We have established your permanent residence to be: _____.
2. We cannot find any permanent residence in Newtown for you.
3. We have been informed by _____ that you, _____, have been with _____ on a temporary basis and will be leaving this residence by _____.
4. We were informed on _____ by _____ that you, _____, no longer resides in Newtown.

You have a right to a hearing on disenrollment by the Newtown Public Schools, at which time you may present evidence contrary to our investigation.

Within ten (10) school days of your receiving this letter, you must notify me in writing that you want a hearing by the Board of Education because of the denial of school accommodations and your disenrollment. You have the right to request, within ten (10) school days, that you remain in Newtown Public Schools while the hearing is in progress. Should it be determined through the hearing process that you were not entitled to attend Newtown Public Schools, you will be responsible for tuition during such period in accordance with Conn. Gen. Stat. 10-186(b)(4).

If no such request is received in ten (10) school days, you will no longer be allowed to attend school in Newtown Public Schools.

If you choose a hearing, you have the right to counsel at your own expense, and the hearing will be conducted in accordance with Conn. Gen. Stat. 10-186.

Sincerely,

Enc: Board Policy and Administrative Regulations Regarding Residency
PC: Superintendent
Special Education Director
Principal of Nexus Town
Newtown Principal
Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Final Notice of Child's Disenrollment)

DATE:

RE:

DOB:

Dear [Name of Parent(s)/Guardian(s)]:

On _____ we sent you a registered letter outlining our investigation, which concluded that your child does not have a permanent residence in Newtown. Further, we afforded you an opportunity to request a hearing by the Newtown Board of Education regarding eligibility for school accommodation in Newtown.

As of this date, you have not responded to our correspondence. Based on our investigation, we are denying school accommodation to and disenrolling _____ as of this date. If your child has any personal items in the school building where your child has been attending school, please call _____ to arrange an appointment to pick them up.

We encourage you to contact the _____ Public Schools in order to enroll your child so that your child's education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

PC: Superintendent
Special Education Director
Newtown Principal
Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Final Notice of Adult Student's Disenrollment)

DATE:

RE:

DOB:

Dear [Name of Adult Student]:

On _____ we sent you a registered letter outlining our investigation, which concluded that you do not have a permanent residence in Newtown. Further, we afforded you an opportunity to request a hearing by the Newtown Board of Education regarding eligibility for school accommodation in Newtown.

As of this date, you have not responded to our correspondence. Based on our investigation, we are denying you school accommodation and disenrolling you as of this date. If you have any personal items in the school building where you have been attending school, please call _____ to arrange an appointment to pick them up.

We encourage you to contact the _____ Public Schools in order to enroll so that your education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

PC: Superintendent
Special Education Director
Newtown Principal
Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Final Notice of Child's Denial of Enrollment)

DATE:

RE:

DOB:

Dear [Name of Parent(s)/Guardian(s)]:

On _____ we sent you a registered letter outlining our investigation, which concluded that your child does not have a permanent residence in Newtown. Further, we afforded you an opportunity to request a hearing by the Newtown Board of Education regarding eligibility for school accommodations in Newtown.

As of this date, you have not responded to our correspondence. Based on our investigation we are denying school accommodation to _____. Your child will not be permitted to enroll in the Newtown Public Schools.

We encourage you to contact the _____ Public Schools in order to enroll your child so that your child's education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

PC: Superintendent
Special Education Director
Newtown Principal
Newtown Resident

NEWTOWN PUBLIC SCHOOLS
(Final Notice of Adult Student's Denial of Enrollment)

DATE:

RE:

DOB:

Dear [Name of Adult Student]:

On _____ we sent you a registered letter outlining our investigation, which concluded that you do not have a permanent residence in Newtown. Further, we afforded you an opportunity to request a hearing by the Newtown Board of Education regarding eligibility for school accommodations in Newtown.

As of this date, you have not responded to our correspondence. Based on our investigation we are denying school accommodation to you. You will not be permitted to enroll in the Newtown Public Schools.

We encourage you to contact the _____ Public Schools in order to enroll so that your education is not interrupted.

If you have any questions regarding this matter, do not hesitate to call me.

Sincerely,

PC: Superintendent
Special Education Director
Newtown Principal
Newtown Resident