

CODIFICATION REFERENCE NUMBER: 5111

DATE: September 18, 2009

ELIGIBILITY OF NONRESIDENT PUPILS

RESPONSIBILITY:

The principal of each school will be responsible for the implementation of the procedures regarding ELIGIBILITY OF NONRESIDENT PUPILS.

PROCEDURES:

ADMISSION OF NONRESIDENT PUPILS

Verification of residency:

- Persons who claim residence within our school District for the purpose of enrolling pupils will be required to support that claim with appropriate documentation such as their utility bill, Township tax bill, or rental receipt.
- The parent or guardian of a school age child who intends to take up residence in our District and wishes the child enrolled prior to that residency must present proof acceptable to the Superintendent or his/her designee, e.g., a contract of sale, builder's contract, or rental lease.
- Any claim of residence within our school District may be verified by the Superintendent or his/her designee, who may request the attendance officer to visit the claimed residence at such times of the day and week as will enable him or her to determine the validity of the claim.
- The building principal shall be alert to indications of a change in a pupil's residence, such as a change of address, surname, or transportation schedule. Any such change may require verification of residency.

Affidavits of nonsupport and responsibility, which may include any or all of the following:

- A non resident parent or guardian whose child resides and is supported by a District resident must file with the Board Secretary a notarized statement that he or she is not supporting the child.

- A District resident who claims that he or she supports a child not his or her own must file with the Board Attorney a sworn statement that he or she is a resident of Bernards Township, supports the child without assistance, will assume all personal obligations for the child, and intends to keep and support the child beyond the end of the school year. The resident will be required to support his or her residency with appropriate documentation.
- A sworn statement by the child's parent or guardian that he/she is not capable of supporting or providing care for the child due to economic hardship must also be submitted, along with appropriate documentation. This statement by the child's parent or guardian must indicate that the child is not residing with a resident of the school District solely for the purpose of receiving a free public education in the school District.
- The nonresident parent or guardian and the District resident shall be informed that claims made fraudulently in order to enroll a child in this District may constitute disorderly person offense.
- **These affidavits will be reviewed for authenticity by the Board Attorney, Superintendent of Schools, and Business Administrator.**

Homeless children

- A child or youth will be considered homeless if he or she lacks a fixed, regular and adequate residence. Such a person may be living in a publicly or privately operated shelter designed to provide temporary living accommodations, in an institution that provides a temporary residence, in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, with a parent in a domestic violence shelter, in a shelter for runaways, in a home for adolescent mothers, in a hospital because he or she is sick or abandoned and has no permanent residence, with his or her homeless family in the residence of relatives or friends, or with a migrant family that lacks adequate housing.
- The district of residence for a school age child whose parent or guardian moves from one district to another because of homelessness is the district in which the parent or guardian last established a permanent residence before becoming homeless, regardless of the length of that residency.
- The district of residence will remain so for as long as the parent or guardian remains homeless.
- The district of residence will be determined by the school districts involved.
- A dispute as to the determination of a district of residence will be resolved by the county superintendent(s), whose decision may be appealed to the Assistant Commissioner in the Division of Finance.

- The district of residence is responsible for the child's education and must pay the costs of tuition and transportation when the child attends school in another district and provide transportation when a child attends school in the district of residence while residing in another district. Our Business Administrator will bill the district of residence on a per diem basis.
- Where no New Jersey district of residence can be identified, the child will be immediately enrolled in our District and tuition costs will be paid by the State of New Jersey.
- The Director of Special Services shall serve as District liaison for the education of homeless children. He shall develop a system to insure that any homeless child temporarily living in our District is enrolled and attending school.
- The liaison shall identify homeless children through information received from the Department of Human Services, shelter providers, case managers, or homeless parents.
- The liaison of our District will determine the district of residence of any homeless child so identified and will notify the liaison of that district within twenty-four hours.
- The liaison shall facilitate communication between our District and other districts pertaining to the education of homeless children, when the homeless child is temporarily residing in our District or is enrolled in our District or when our District is the district of residence.
- Within three days of notification that a child is temporarily residing in our District, the liaison from the child's former district will determine where the child will be educated.
- A parent or guardian's dispute regarding the child's educational placement may be appealed to the county superintendent, whose decision may be mediated by the Department of Education's Office for Homeless Children and Youth but will be implemented pending any mediation or appeal process.
- When an educationally disabled homeless child is enrolled in our District and our District is not the district of residence and the immediate review of placement options cannot be conducted, the child shall be placed in a program consistent with his or her current individualized educational program.

**Bernards Township Board of Education
Basking Ridge, New Jersey**

RESIDENCY AFFIDAVIT

- Cedar Hill
- Liberty Corner
- Mount Prospect
- Oak Street
- Wm. Annin
- Ridge High

Date: _____

In accordance with N.J.S.A. 18A:38-1, I the undersigned, of full age, being duly sworn according to law, upon my oath, depose and say that I am domiciled within the school district at _____ and have lived there continuously since _____, that _____ is kept in my domicile,

(year)

that I support this child gratis as if he/she were my own child, that I will assume all personal obligations for the child relative to school requirements, that I intend to keep and support this child gratuitously for a longer time than merely through the school term, and that the reason why the child resides in my domicile is _____

_____.

I understand that this statement may be contested by the Bernards Township Board of Education to the Commissioner of Education and if contested, the burden of proof shall be on me which, if found insufficient, can result in the immediate dismissal of the child from the Bernards Township Schools. I further understand that any person who fraudulently allows a child of another person to use his/her residence and is not the primary financial supporter of that child, commits a disorderly persons offense. If I am a tenant, attached is a copy of my lease, or if no written lease exists, attached is a sworn statement by my landlord acknowledging my tenancy.

(Parent/Guardian Signature)

Sworn to and subscribed before me
on this _____ day of
_____, 20____.

Notary Public of the State of N.J.

G.O.: N8-94

**Bernards Township Board of Education
Basking Ridge, New Jersey**

RESIDENCY AFFIDAVIT

- Cedar Hill
- Liberty Corner
- Mount Prospect
- Oak Street
- Wm. Annin
- Ridge High

Date: _____

I, the undersigned, of full age, being duly sworn according to law, upon my oath, depose and say that I am the parent/guardian of _____, that I am not

(Name of Student)

capable of supporting or caring for my child and that the content of the attached sworn statement by the resident with whom the child is domiciled is true in every respect and that, if requested, I will furnish documentation to evidence this statement.

I further depose that I am not moving this child into the Bernards Township District solely to take advantage of a free public education in the District. (P.L. 1993, Chapter 380).

I understand that any person who fraudulently claims to have given up custody of his/her child to a person in another district commits a disorderly person offense.

Parent/Guardian Signature

Sworn to and subscribed before me

On this _____ day of

_____, 20__.

Notary Public of the State of N.J.

G.O.: N8B-94