

**Students****Attendance at Schools in District**

School attendance areas are governed by the Board of Education, as specified in C.G.S. 10-220.

The legal residence of a student will be determined by the residence of the parents/guardians with whom the student is living.

Proof of residency can be validated by the following, one of which must be a deed, mortgage statement or rental agreement, notarized statement from the property owner, and at least one of the following:

1. Utility bill of parent/guardian (electric, gas or water)
2. Real estate or personal property tax bill of parent/guardian
3. Or other form of documentation approved by the Superintendent.

In addition to the above enumerated proofs of legal residence, the guardian of any child attending the public schools within the district must also provide proof of guardianship by submitting to the Superintendent of Schools a copy of a court order from a Connecticut Court appointing said adult as guardian of the student.

In the event that an application for guardianship has been filed and a hearing is pending in Court, then a copy of the application filed with the Court, with the Court's date stamp shall be acceptable until a final Court order is obtained appointing said adult as permanent or temporary guardian of the child. This Court order shall be provided to the Superintendent of Schools as soon as it is obtained, but no later than 120 days from the submission of the pending application for guardianship. Temporary guardianship must be renewed annually on the anniversary date of the original order, and paperwork provided to the Superintendent of Schools.

Pupils will attend schools within their neighborhood school attendance area unless they are involved in a special education placement at another school, as determined by a Planning and Placement Team.

If a student moves from one school attendance area to another after May first, the student may complete the remainder of the school year at his/her present school provided the parents/guardians are willing to provide transportation necessary for the student to attend school regularly.

At the start of the next school year, the student will enroll in the school in his/her attendance area.

**Legal Reference:****Connecticut General Statutes**

10-220 Duties of boards of education.

10-76d Duties and powers of boards of education to provide special education programs.

Adopted: June 3, 1993

Revised: November 18, 2004  
January 13, 2011

**Attendance at Schools in District – Administrative Regulations**

**Residency Protocol, Procedures and Forms**

**FOR FAMILIES NEW TO THE NAUGATUCK PUBLIC SCHOOLS:**

**I. ESTABLISHING LEGAL GUARDIANSHIP**

A. Requirements:

1. Full size original (no copies accepted) birth certificate showing the name(s) of parent(s); or Passport; probate court documents showing transfer of guardianship, if applicable;
  2. Valid photo ID of the parent/guardian listed on birth certificate or passport or probate documents (used for identification purposes only).
- B. Probate forms, pamphlet explaining transfer of guardianship, fee waiver applications will be available at each school.

**II. ESTABLISHING RESIDENCY**

A. At least two acceptable proofs of residency:

1. Deed, mortgage statement or rental agreement, or notarized statement from the property owner on official document that shows the address, and
  2. Second proof can be one of the following:
    - a. Utility bill (electric, gas or water)
    - b. Property tax bill
- B. Other forms of documentation may be approved by the Superintendent on a case by case basis.

**FOR EXISTING FAMILIES IN NAUGATUCK PUBLIC SCHOOLS**

**I. CHANGE OF ADDRESS OR GUARDIANSHIP REPORTED BY FAMILY**

- A. School sends letter to family requesting proof of residency or guardianship (same proof as required for new families) within two weeks of notifying school of change.
- B. If family does not produce proof, a “Possible Non-Resident” referral is submitted to the Superintendent’s office and a second letter is generated from central office.

**II. SCHOOL SUSPECTS CHANGE OF ADDRESS OR GUARDIANSHIP**

A. The school will follow the procedure outlined below:

1. School sends a certified, return receipt letter requesting that the family update or verify the existing residency or guardianship information within 10 days.
2. If letter comes back undeliverable or the family does not respond within 10 days, the school notifies the Superintendent’s office of suspicions with the “Possible Non-Resident” referral.

3. Central Office generates a “Report of Non-Resident Student” and sends it to the family.

B. Possible evidence that warrants suspicion of non-residency:

1. Photos of students at a non-Naugatuck address
2. Returned mail
3. Documented tip
4. Anecdotal reports from students or others
5. Court/public documents
6. Newspapers (police blotter, etc.)
7. Bus company reports (on “Suspicion of Non-Residency” form)
8. Home visits
9. Refusal of parent/guardian to show driver’s license

**III. DETERMINATION THAT STUDENT IS A NON-RESIDENT**

A. If verification of guardianship or residency is NOT substantiated, an eviction notice letter from the Superintendent’s office will be generated within 10 days of determining the child is a non-resident and sent certified, return receipt to the family with a copy sent to the school.

B. If the family returns to Naugatuck, they must go through the process for a new family.