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# RESIDENCY PROCEDURE (PPS-P010)

Milford Public School District

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## 1.0 SCOPE:

- 1.1 Children of school age who are bona fide residents of Milford are entitled to school accommodations provided by the Milford Board of Education without payment of tuition.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Director of Pupil Personnel
- 2.2 Building Principal/Designee

Authorized Signature on File

Signature

Date

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Pupil Personnel

## 4.0 DEFINITIONS:

- 4.1 Resident: Any child who is residing with his or her parents or parent who is a bona fide resident of Milford, or any child who is residing with a legally appointed guardian who is a bona fide resident of Milford, or a legally emancipated minor or a child eighteen years of age or older who is residing in Milford with the intent to reside on a permanent basis.
- 4.2 Non-Resident: Any child who does not reside with his or her parents or parent, or legally appointed guardian or is not a legally emancipated minor or a child eighteen years of age or older.
- 4.3 Guardian: A legally appointed individual who is responsible for a child in the absence of parent or parents.
- 4.4 Homeless: An individual who lacks a fixed, regular and adequate nighttime residence.
  - 4.4.1 Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - 4.4.2 Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - 4.4.3 Children and youth who are living in cars, parks, public space, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - 4.4.4 Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 4.4.1 through 4.4.3.

## 5.0 PROCEDURE:

- 5.1 Provide registration forms, online access information, to parent/guardian seeking to enroll child.

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- 5.2 Determine if the registration forms are complete and if the answers contained therein are complete.
  - 5.2.1 If yes, determine if the parents/guardian and student are residents of Milford.
    - 5.2.1.1 If yes, enroll the child.
  - 5.2.2 If no, determine if the parents/guardian and student are residing with a Milford resident.
    - 5.2.2.1 If yes, enroll the child.
    - 5.2.2.2 If no, determine if the student is residing alone with a Milford resident (i.e. without the parent/guardian).
- 5.3 Once it is determined the student is residing alone with a Milford resident (i.e. without the parent/guardian).
  - 5.3.1 Yes, determine if this living arrangement meets all 3 of the following:
    - 5.3.1.1 Permanent
    - 5.3.1.2 Without payment to Milford resident
    - 5.3.1.3 Not for sole purpose of receiving educational services in Milford.
      - 5.3.1.3.1.1 If the living arrangements meet the above criteria, enroll the child.
      - 5.3.1.3.1.2 If it is determined the living arrangement **do not** meet the above 3 criteria, the student may not be enrolled in the Milford Public Schools. However, the parent/guardian must be provided with information regarding his/her right to a hearing if he/she disagrees with this determination.
  - 5.3.2 No, determine if the student is homeless.
    - 5.3.2.1 Yes, refer student to the homeless liaison at the Central Office.
    - 5.3.2.2 No, refer to section 5.3.1.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 McKinney-Vento Act: Residency, Eligibility & Educational Rights Information– PPS-F002
- 6.2 Proof of Residency Form – PPS-F007
- 6.3 Residency Affidavits – PPS-F003, PPS-F004, PPS-F005

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
McKinney-Vento Act: Residency, Eligibility & Educational Rights Info.	PPS Department	6 years after graduation or age 21	Shred	Locked File Cabinet
Proof of Residency Form	PPS Department	6 years after graduation or age 21	Shred	Locked File Cabinet
Residency Affidavits (any/all)	PPS Department	6 years after graduation or age 21	Shred	Locked File Cabinet

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
08/22/2005	A	Initial Release
03/01/2019	B	Correction to word "youth(s)" within 4.0  Additional/deletion of language to 5.0, 5.2  Additional/deletion of Associated Documents 6.0  Additional/deletion of documents in 7.0

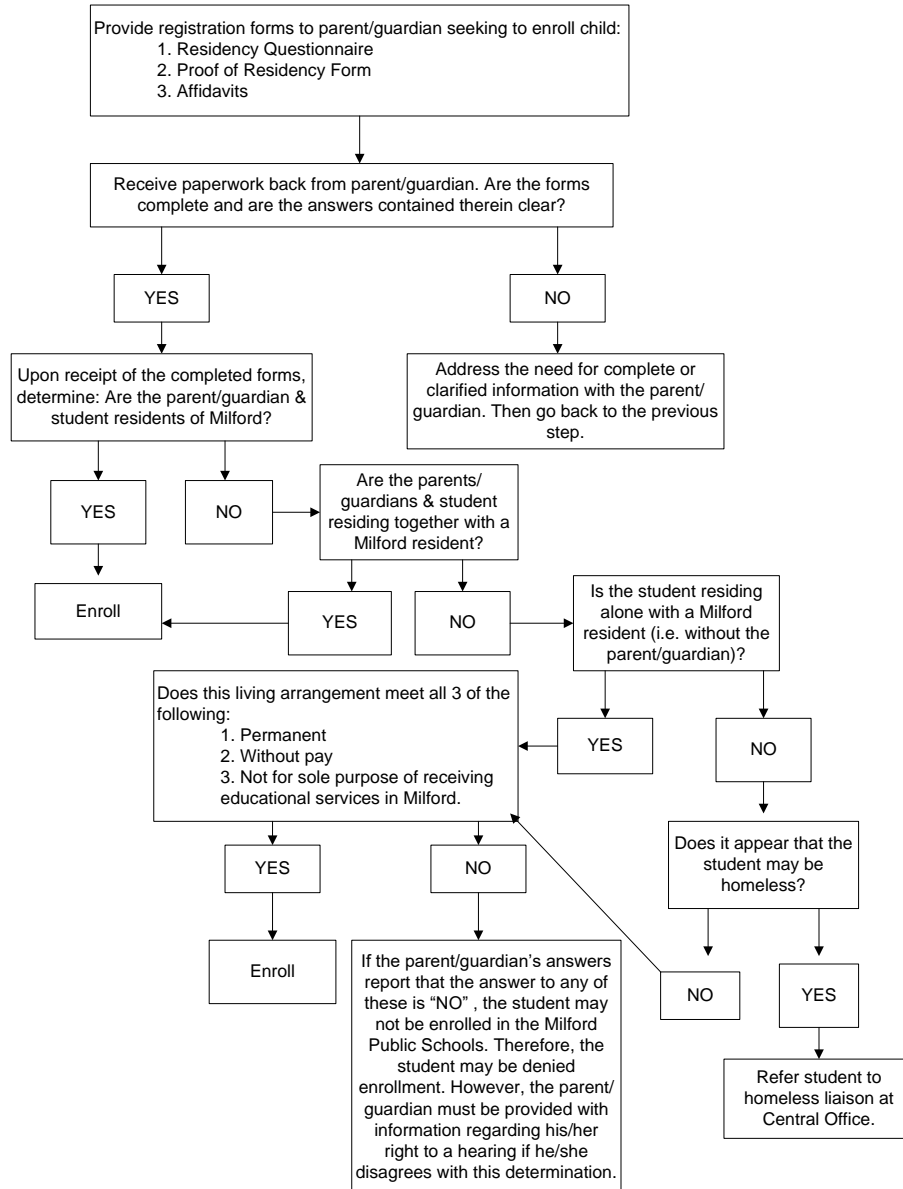
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## Milford Public Schools Residency Forms Flow Chart



\*\*\* End of procedure \*\*\*