

Students

Non-Resident Student Attendance

A. Resident Students

1. When a student is placed into the district for special education by a Planning and Placement Team (PPT), the sending district will be responsible for paying tuition plus all special education related costs, and transportation for the student.
2. When a student's family moves from one elementary school area to another or out of Hamden during the school year, and the parents want the student to remain in the school for the balance of the school year:

The Principal will tell the parent to make the request by letter to the Superintendent and stipulate in this letter that he or she will guarantee to provide transportation for the student while living outside the district.

NOTE: The above applies only after February 1 except in the case of kindergartners, sixth graders, eighth graders and twelfth graders who may apply at any time during the school year for this permission.

3. When parents who are in the process of moving into Hamden wish to start their children in Hamden schools in September to avoid disruption:

The Principal will tell the parent to make the request by letter to the Superintendent, enclose with it documentation, such as a rent receipt or mortgage document, to substantiate the move, and stipulate that he or she would provide transportation. The Principal may also tell the parent that this permission will not be considered unless the parent has documentation that this move will take place prior to December 1.

B. Denial of School Accommodations Based on Residency

1. When a Principal is made aware that a student enrolled in his or her school may have moved to another town, the following procedures should be followed:
 - a. The Principal should contact the parent by phone to obtain the current address and request documentation relevant to the new address
 - b. Assuming the parent responds, and if the student has moved out of Hamden, the Principal will follow the procedures for withdrawal
 - c. If the parent cannot be reached by phone, the Principal will send a certified letter (Form A)

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- d. If the parent does not respond to the letter, the Principal will complete the request for residency services (Form F) and contact the residency officer.
- e. Upon completion of the investigation, which will include surveillance, the residency officer will provide Central Office with a summary of finding. If it is determined that the student no longer resides in Hamden, a certified letter (Form E) will be sent from the Superintendent's office to the parent(s) informing them that the student will be withdrawn by a specific date (7-10 school days from the date of the letter) and that the parent(s) has the right to request a residency hearing. If the parent does not request a hearing by the withdrawal date, the school should disenroll the student on the specified withdrawal date and contact the Superintendent's office.

2. When school staff registering a student learns that a student is living in Hamden with someone other than his/her parents.

- (a) FORM B, Residential Status Report and Application, must be completed in full by the student and parents and/or guardian. The parent and/or guardian should be referred to the Residency Office at Central Office where they will bring the completed form and required documentation.
 - (1) The student will not be registered and admitted to school until the Resident Status Report and Application (Form B) has been completed in full and approved by the Superintendent.
 - (2) If approved by the Superintendent, the original copy will be returned to the Principal, who will then admit the student and refer a copy to the Residency Officer.
 - (3) The Residency Officer will visit the Hamden address of the student some time during evening or early morning hours when a resident student would be at home. If the student is not present, the Residency Officer will notify the Principal and the Superintendent.
- (b) If a visit by the Residency Officer does not find the student in residence, the Superintendent will send a letter to the student's parents (FORM C) with a copy to the Principal stating this fact and enclosing forms to be completed for documentation (FORM D).
 - (1) With return of the documentation (FORM D) to the Superintendent, the Principal and Residency Officer will be notified and the Residency Officer will again visit the Hamden address.
 - (2) The number of visits to be made by the Residency Officer will vary depending upon the results. If the student is present on the first visit and the Residency Officer believes the student to be a permanent resident, he may opt to validate the case.

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- (3) If the student is not present at the first, second or third visit, the Residency Officer will then notify the Principal and Superintendent.

- (c) The Superintendent will write to the parents (FORM E) giving them a withdrawal date for the student and notifying them of their rights to appeal and of the right of the Hamden School System to bill them for tuition if their appeal is rejected. A copy of this letter will be sent to the Principal and to the Superintendent of the school system where the student should be enrolled.

Regulation revised: June 26, 2019
Regulation approved: June 27, 2005

HAMDEN PUBLIC SCHOOL
Hamden, Connecticut

CERTIFIED MAIL RETURN RECEIPT REQUESTED

(Insert School Letterhead)

(Insert Date)

Parent(s) name
Address (on file)

Dear (name of parent)

It has come to my attention that your child(ren) no longer resides at (insert address on file). To ensure the safety and well-being of your child(ren), the school is required to have current and accurate contact information. Therefore, within one week from the date of this letter, please bring to the school documentation of your current address, which includes two proofs of residency.

Under Connecticut law, a student is entitled to a free public education only in the town where the student resides. In order to comply with Connecticut General Statute 10-186, parents must provide documentation indicating that the student is in fact a resident of Hamden.

Thank you for your cooperation in this important matter.

Sincerely,

Principal

Cc: Jody Goeler, Superintendent of Schools
Christopher Melillo, Assistant Superintendent of Schools

**HAMDEN PUBLIC SCHOOLS RESIDENTIAL STATUS
REPORT AND APPLICATION
(TO BE REVIEWED AND RENEWED EACH SCHOOL YEAR)**

School: _____ Date: _____

Student: _____ Date of Birth: _____

TO BE COMPLETED: By the student, the parents and Hamden based guardian, "legal" or "consenting" in the administrative offices of the school and In the presence of the principal.

TO BE FORWARDED: By the Principal to the Superintendent of Schools.

Hamden address: _____

Student's home telephone number in Hamden: _____

Name under which the number is listed: _____

Date on which student moved to Hamden: _____

Student's former address: _____

School last attended by student: _____

Address of school last attended: _____

Date last attended: _____

Name of student's father: _____

Father's address: _____

Name of student's mother: _____

Mother's address: _____

Name of student's guardian (if applicable): _____

Guardian's address: _____

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Student Residence Form B
(continued)

Name of all brothers, sisters, their ages and address:

First Name:	Age:	Address:
First Name:	Age:	Address:
First Name:	Age:	Address:

Please Respond to the Following Questions as Fully as Possible

Provide the name of the person in Hamden with whom the student will be living and the address of that person:

Name:	Address:	Telephone No.:

What is the relationship between the student and the Hamden resident?

Name of person(s) having direct and primary responsibility/authority of the student's daily affairs.

Is remuneration to be received for housing the student, i.e. room, board, travel, medical?
Specify:

List any special terms or conditions of the student while living in this Hamden home.

List major reasons for the child residing in this home.

Name of person(s) to sign school records, i.e. report cards, medical, etc.

What is the anticipated length of time the student will reside in Hamden?

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Student Residence Form B
(continued)

When school is not in session, where will the student spend most of his/her time during:

Vacation:

Holidays:

Weekends:

Evenings, 5 to 9 PM:

Where are the majority of the student's personal belongings located?

If the student has a driver's license, list the address shown on that license:

Address:

If the student participates in any social or recreational activity (e.g. scouts or athletic teams) what town(s) are these activities located in?

I understand that establishing residency for this student could possibly mean visits to home at any time including Saturdays, recess periods from school and the Summer season.

STUDENT STATEMENT: I hereby declare under the penalties of perjury that all of the information supplied on this form by me is correct to the best of my knowledge. I understand that if any of the information is incorrect, I may be withdrawn from the Hamden Public Schools.

Student's signature:

Date signed:

STATEMENT OF PARENT, GUARDIAN AND PERSON WITH WHOM STUDENT IS RESIDING IN HAMDEN: I hereby declare under the penalties of perjury that all of the information supplied on this form is correct to the best of my knowledge. I understand that if any of the information is incorrect, and the student is not entitled to enroll tuition-free as a Hamden resident, the student shall be discharged from enrollment in the Hamden Public Schools according to Connecticut Statute No. 7, and the prevailing tuition charge assessed against me and/or us for each day the student was so enrolled. I understand, in order to establish residency, the Attendance Officer will visit at any hour of the day, day of the week, or week of the year.

SIGNATURES:

Guardian, "Legal"

Parent of Student

Person "Consenting"

Date signed:

Notary signature

Date

NOTARY SEAL:

Principal's Recommendation:

Principal

Date:

Approval [] Denial []

Superintendent's Recommendation:

Superintendent of Schools

Date:

Approval [] Denial []

Comments:

**HAMDEN PUBLIC SCHOOLS
HOMEOWNER'S STATEMENT**

It is with my complete understanding and consent that I permit:

Student's Name

Grade

Parent's Name

to live with me, here, at my Hamden address on a permanent basis, seven days a week, twelve months a year, and not for the sole purpose of obtaining school accommodations.

Name of person with whom student is living

Relationship

Address in Hamden

Reason

Homeowner's Signature

Notary Signature

Date

NOTARY SEAL:

Student Residence Form C

**HAMDEN PUBLIC SCHOOLS
HAMDEN, CONNECTICUT**

LETTER TO PARENTS

Dear

When your son/daughter (NAME) entered (SCHOOL) a Residential Status Report and Application Form was completed because he/she lives with someone other than his/her parents in Hamden.

As required by our regulations, a visit was made to the student residence, (HAMDEN ADDRESS) by our Attendance Officer, (NAME). (NAME) was not present. Based on that visit, we believe (NAME) is not entitled to attend the Hamden Public Schools but should be attending the public schools in (CITY). A child's residence in Hamden must be permanent, provided without pay and not for the sole purpose of obtaining school accommodations in order to qualify for admission to the Hamden Public Schools.

At this time, it is necessary for us to require from you documentation relative to your son/daughter's residence in Hamden. The enclosed Parent's Statement and Guardian's Statement must be completed, notarized and returned to me by (ONE WEEK HENCE).

If I have not received the documents by that time, the Board of Education will institute procedures for your son/daughter's exclusion from the Hamden Public Schools.

Very truly yours,

Superintendent of Schools

Enclosures

HAMDEN PUBLIC SCHOOLS
GUARDIAN'S STATEMENT

It is with my complete understanding and consent that I permit:

Student's Name

Parent's Address

to live with me, here, at my Hamden address on a permanent basis, seven days a week, twelve months a year, without payment of any kind and not for the sole purpose of obtaining school accommodations.

Name of person with whom student is living

Address in Hamden

Guardian's Signature

Notary Signature

NOTARY SEAL:

Date

CERTIFIED MAIL–RETURN RECEIPT REQUESTED, FIRST CLASS MAIL

(Insert Date)

Parent(s) name
Address (on file)

Dear (name of parent)

Under Connecticut law, a student is entitled to a free public education only in the town where he or she resides. This law states the residence must not be for the sole purpose of obtaining school accommodations; it must be permanent and it must be provided without payment. From all indications, your child, (name), does not meet those requirements. Therefore, your child is not eligible for schooling in Hamden. By copy of this letter, I will notify (town where student resides) of their responsibility to educate (child's name).

Because this denial is based on an issue of residency, I must inform you that you have the right to request a hearing before the Board of Education. If you desire such a hearing, you must make that request in writing to the Board of Education prior to (7-10 school days from date of letter). If this request is not received by (specified date) your child will not be allowed to attend classes beginning (first school date after specified date).

You will note that by statute, school officials may recoup the cost of tuition if the Hearing Board of the State Board of Education finds that the student was not entitled to school privileges for the time spent attending school in Hamden.

For your information and review, I am enclosing Hamden Board of Education policy 5118 related to non-residency as well as a copy of the Connecticut State Department of Education School Accommodations Guide for Parents and Guardians.

Sincerely,

Christopher Melillo
Assistant Superintendent of Schools

CM/wo

Cc: Principal (current school)
Superintendent (town where student resides)

REQUEST FOR RESIDENCY SERVICES

TO: Residency Officer
Hamden Public Schools
60 Putnam Avenue
Hamden, Connecticut 06517

FROM: Person/School making referral Date

REFERRAL FOR:

Student's Name: Grade:

Any other students living at registered Hamden address: Yes or No If yes:

Parent/Guardian's Name: Phone:

Address to be checked:

Please state below the reason for the referral and include any corrective action taken to date.

Three horizontal lines for providing the reason for referral and corrective actions.

- Please include:
BIRTH CERTIFICATE
DRIVERS' LICENSE
EMERGENCY FORMS
RESIDENTIAL STATUS REPORT AND APPLICATION (IF APPLICABLE)
ANY LETTERS SENT TO PARENTS (RETURNED MAIL)
TYPE OF VEHICLE (IF KNOWN)

Signature of Principal/Administrator